

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

ASSOCIATE DIRECTOR OF BUDGET AND AUXILIARY SERVICES

FLSA STATUS: EXEMPT – PAY GRADE: 22-P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Associate Director of Budget and Auxiliary Services provides professional-level oversight by developing and selecting appropriate processes to support the College's budget and auxiliary operations. This position develops and maintains the enterprise-level internal budgeting system and oversees the implementation and monitoring of the operating budget, ensuring that all technical procedures and internal and external rules are consistently applied. The Associate Director of Budget and Auxiliary Services supports the Associate Vice President of Administrative Services by providing analysis, recommendations, and funding strategies related to tuition and fees, compensation planning, employee position utilization, and equipment, expense, and capital outlay funding options.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as institutional lead for the College's enterprise budgeting system, establishing structure, controls, and functional standards, and collaborating with leadership and the budget team to ensure operational requirements meet institutional needs.

Analyzes legislative, regulatory, and policy changes to assess financial and operational impacts to funding for college programs and provides advanced analytical and consultative support to departments.

Directs the preparation and implementation of the personnel budget, ensuring compliance with all technical procedures and internal and external rules and regulations, and facilitating the timely posting of approved budgets.

Serves as the designated backup for payroll posting and related general ledger functions to ensure continuity of critical financial operations and compliance with accounting standards.

Manages financial oversight of auxiliary service contracts and agreements, including evaluation of financial performance, coordination of renewals and amendments, and collaboration with Purchasing and other stakeholders.

Analyzes auxiliary contract performance against personnel and infrastructure expenditures, providing actionable insights to support financial decision-making.

Oversees the development, review, implementation, and allocation of course, testing, student, and scholarship related fees and funding, including auditing expenditures, maintaining accurate scholarship projections, analyzing enrollment and performance data, coordinating timing with institutional partners, and ensuring compliance with Board and State requirements while aligning revenues to strategic priorities.

Ensures accuracy, integrity, and reconciliation of budget, payroll, and position control data across enterprise financial systems.

Prepares and presents financial scenarios and long-range budget analyses to support executive decision-making.

Collaborates with institutional partners to integrate budget and financial information across enterprise systems and support coordinated fiscal operations.

Performs duties supporting internal stakeholder budgetary requirements to provide support to student-centered functions and services.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Accounting, Finance, or a related field from a regionally accredited institution and five (5) years of related experience in budget management, financial analysis, or auxiliary services. Demonstrated proficiency in enterprise budgeting, reporting, and analytics platforms and advanced proficiency in the Microsoft Office suite, with emphasis on Excel, and working knowledge of Outlook, Word, and PowerPoint.

PREFERRED QUALIFICATIONS

Master's degree in Accounting, Business Administration, Finance or a related field from a regionally accredited institution. Experience supporting collegewide or enterprise-level budget systems, auxiliary services, fee development, or compliance-driven financial operations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of department records, documentation, figures, financial and reporting systems, and related equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, and staff under charge.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/17; 01/22, 12/5/22

Revised: 05/04/2026