

FLORIDA STATE COLLEGE AT JACKSONVILLE

JOB DESCRIPTION, 2022

ASSISTANT CONTROLLER

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

Serves as backup to the Controller in day-to-day operations, that may include Grant and Contracts, Accounts Payable, Property Accounting, Finance Security Administration, General Ledger Reporting and System maintenance. Plans and manages finance and accounting functions, supervises assigned staff, and develops, implements and monitors procedures to ensure proper internal controls.

Responsible for the process and management of the accounts payable function and associated accounting requirements for the College. Develops guidelines for proper handling and coding of invoices to maintain general ledger expense account and inventory records, makes decisions for process improvements. Oversees reports regarding cash flow and control reports, facilitates preparation of budget reports, prepares journal entries, and reconciles accounts payable total and general ledger with other applicable records. Oversees and manages the tuition reimbursement process, escheatment process, and proper recordkeeping of purchases for use in tax preparation and periodic audits, and ensures accurate information is collected from all vendors, and prepares and submits 1099s to IRS. Prepares reports and draws down PECO funds for construction projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Creates departmental policies and procedures, manages departmental schedules and area workload, and creates staff development plans for accounts payable staff. Maintains oversight and management of the Payment process for remittance of debt to College vendors. Reviews performance measures and determines needed adjustments.

Interprets and applies College and departmental policies and procedures by researching and reviewing College Administrative Procedure Manual in conjunction with State Statutes, and IRS Regulations in order to maintain audit compliance.

Oversees tuition reimbursement process and interprets the College Administrative Procedure Manual for Tuition Reimbursement to determine eligibility for reimbursement. Maintains records for current applications, courses, and reimbursements.

Prepares and submits 1099s to IRS. Ensures proper recordkeeping of purchases for use in tax preparation and ensures employer identification numbers (EIN) or social security numbers (SSN) have been collected from all vendors.

Develops and delivers payment processing training and materials for staff and other college employees. Assists operations with AP related transaction processing errors.

Prepares reports and draws down PECO and other construction funds that run through state disbursement system. Manages drawdown of construction funds. Provides reports to facilities with encumbrance balances to ensure funds are encumbered timely.

Performs administrative reporting on College expenditures to management, the Board of Trustees, Internal Revenue Service (IRS), and any public records request.

Oversees and ensures timely reconciliation of the cash advance account, pcard fraud account, and payables, vpayables, expense accounts, and Accounts Payable subsidiary to General Ledger, and provides reports for the annual financial report. Compiles all accruals for accurate year-end reporting. Collaborates with Treasury to reconcile vpayables within Bank of America Works Payment Center.

Reviews and interprets the State Accounting Manual and determines the correct classification of College expenditures for financial reporting consistency in support of college internal and external reporting requirements.

Oversees escheatment process and works to answer decisive questions related to escheatment process. Works with treasury to do due diligence to deliver payments to vendors so escheatment is avoided. After due diligence has been made, turns over any amounts exceeding certain limits to the state of the payee.

SUPERVISION RECEIVED

Supervision is received from the Controller.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by five (5) years of experience in accounting or business administration. Three (3) years of supervisory experience.

PREFERRED QUALIFICATIONS

Bachelor's degree in accounting, finance, or business. One (1) year of college/university/governmental/ accounting and/or experience with PeopleSoft.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

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 documentation, files, accounts, and 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 basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional 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 co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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 not 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 moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student 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: 01/2022; 9/7/22