

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

DIRECTOR OF FINANCE AND BUSINESS SYSTEMS

FLSA STATUS: EXEMPT – PAY GRADE: 23

JOB FAMILY: THEATRE ARTS & STATE PRODUCTION

JOB FUNCTION: INSTITUTIONAL ADVANCEMENT

GENERAL STATEMENT OF JOB

The Director of Finance and Business Systems leads the FSCJ Artist Series' financial operations, including budgeting, forecasting, accounting, financial reporting, performance settlements, and grant administration. The role also provides oversight and direction for the department's business systems, including Tessitura and related platforms that support marketing, payment processing, customer data, and financial reporting. Reporting to the Executive Director, the Director collaborates across departments to improve workflows, maintain data integrity, and ensure compliance with audit standards, institutional policies, and nonprofit best practices. The position also serves as the primary financial liaison to the Foundation Board and supports executive decision-making through financial analysis, modeling, and operational insight.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads the financial settlement process for all performances, interpreting performance contracts, analyzing box office and cross-system data. Ensures accurate and timely payment of contractual obligations involving significant financial sums. Coordinates with internal departments and external partners to finalize settlements and maintain audit-ready documentation.

Leads strategy, prioritization, and implementation for Tessitura and related systems, including marketing automation, payment processing, and reporting tools. Makes platform-level decisions to resolve technical challenges, optimize usage, and align functionality with organizational goals. Oversees documentation, cross-system integrations, and continuous improvements in collaboration with internal teams and external vendors. Partners with leadership to establish policies and best practices, ensure system security, and document workflows that support long-term scalability.

Leads the financial operations of the FSCJ Artist Series, including accounting, budgeting, forecasting, and financial reporting, ensuring compliance with nonprofit standards and alignment with institutional priorities.

Serves as the department's finance lead and a key member of the leadership team, delivering financial insights and operational analysis using data from multiple systems. Develops forecasting models and actionable recommendations that support organizational strategy and long-term planning through cross-system integration.

Leads cross-departmental initiatives focused on improving system functionality, data workflows, and process efficiency. Collaborates with leadership to identify operational pain points and implements technical or procedural solutions that strengthen alignment with strategic priorities.

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Prepares and presents monthly, quarterly, and annual financial reports for department leaders and the Foundation's Board of Directors, providing analysis and context to guide executive and strategic decision-making.

Supervises staff and to include prioritizing and assigning work; approves leave requests and timesheets; conducts performance evaluations; ensures staff are trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.

Manages the full grant lifecycle, including identifying opportunities, preparing applications, monitoring compliance, and completing post-award reporting.

Develops and maintains internal controls and procedures within departmental operations, in alignment with institutional policies, for financial operations, payment processing, and system access. Ensures accuracy, transparency, and compliance with institutional policies, grant requirements, and audit standards.

Coordinates the annual audit process for the FSCJ Artist Series, leading the preparation of departmental documentation and responses in collaboration with Foundation and College finance teams. Ensures accuracy, consistency, and audit readiness across all submitted materials.

Performs financial operations leadership duties supporting the accurate management of Artist Series assets in conjunction with the Foundation to support student scholarship needs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration, Finance, or a related field from a regionally accredited institution. Five (5) years of progressively responsible experience in financial management, budgeting, or accounting, preferably in a nonprofit or arts environment. Two (2) years of experience administering and integrating complex CRM or ticketing platforms (e.g., Tessitura), including cross-system configuration, data structure alignment, user roles and permissions, and collaboration with IT or vendor partners.

PREFERRED QUALIFICATIONS

Master's degree in Business Administration, Finance, Accounting, or a related field from a regionally accredited institution, and ten (10) years of progressively responsible experience in a nonprofit or performing arts organization. Preferred experience includes grant management, audit preparation, contract interpretation, and administration of integrated ticketing systems.

**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: 8/27/25