

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2021**

**CONTROLLER**

**FLSA STATUS: EXEMPT - PAY GRADE - 27 – A**

**JOB FAMILY: FISCAL SERVICES      JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

Under the direction and leadership of the Vice President, Finance and Administration, the Controller plans for and administers the College accounting and financial functions in an efficient manner that will ensure timely reporting of accurate data and the safeguarding of the College assets. Leadership is also provided to the Grants, Reporting, Treasury and Accounts payable areas of the College.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Plan and manage College-wide accounting functions. Oversee chart of accounts activity in the financial system and determine system additions as necessary

Assist in developing, implementing and monitoring internal controls.

Plan and manage revisions to, enhancements of, or implementation of financial systems.

Stay apprised of departmental, college wide, and GASB activities, processes and initiatives to maintain compliance. Monitor the proper and timely expenditure of PECO funds.

Plan and manage the design, testing and implementation of the financial systems, such as general ledger, accounts receivable and payable, and purchasing; ensures that all functionality and internal controls needed by the College are incorporated within.

Develop new finance system procedures and identify areas of training needed and modifications to training manual; supervise the conversion of data to the finance system and reconciles to ensure data integrity.

Identify access requirements for Finance System users.

Review and recommend edits and revisions to APA fees and charges for board presentation and approval.

Participate on statewide committees; maintain personal contacts with appropriate State Administrators and counterparts at other Florida State Colleges.

Manage the monthly and annual closing of the College books.

Monitor and provide guidance on the allocation of interest earnings.

Produce the Annual Financial Report and Cost Analysis for the College, State Match Usage and Expenditure reports, Private Contributions Estimate Reports, Intercollegiate Athletics data and Equity in Athletics data provided for College reporting; coordinates and responds to the College's financial audits.

Produce financial analyses of the College for executive management, as needed.

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Respond to and address, within appropriate parameters, the day-to-day issues of the College finance department.

Evaluate College rules and procedures to determine if they are appropriate and complete; interprets Federal, State and Local regulations as they relate to College financial operations and implements changes to College procedures as needed.

Develop and maintain processes to determine proper recording of contribution revenues as a gift, a true philanthropic intent, or a grant or a contract and in turn determines whether financial activity is to be accounted for through the College.

Evaluate contributions' eligibility for scholarship or program state matching funds.

Evaluate the appropriateness of payment of accounts payable for the Foundation.

Determine whether financial activity is to be accounted for through the College.

Approve journal entries.

Write letters, train staff and perform daily system troubleshooting.

Perform related duties, as assigned.

### **SUPERVISION RECEIVED**

Supervision is received from the Vice President, Finance and Administration

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree in accounting from an accredited institution supplemented by ten years of progressively responsible accounting experience, including three (3) years of supervisory experience and one (1) year of college/university/governmental accounting.

## **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.

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**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: 7/06