

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

ASSOCIATE VICE PRESIDENT FOR FINANCE AND CONTROLLER

FLSA STATUS: EXEMPT - PAY GRADE - 29 – 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 Associate Vice President for Finance and 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

Oversees all College-wide accounting functions, including month-end and year-end close, general ledger integrity, and accounts payable/receivable, and ensures operational efficiency and compliance. Oversees chart of accounts activity in the financial system and determine system additions as necessary.

Develops, implements and monitors internal controls framework. Ensures compliance with Governmental Accounting Standards Board (GASB), state, and institutional policies including oversight of Public Education Capital Outlay (PECO) funds and contribution classification.

Prepares and manages investment strategies, cash flow and related policies and oversees allocation of interest earnings and recommends strategies to optimize financial returns.

Directs and manages the design, testing, implementation and enhancement of financial systems and ensures that all functionality aligns with institutional needs and supports internal controls and reporting.

Ensures system users have appropriate access. Leads training initiatives, data conversion efforts and ongoing system troubleshooting to maintain data accuracy and staff readiness.

Develops, evaluates, and revises financial policies and procedures to align with evolving federal, state and institutional regulations and best practices. Coordinates financial input for board presentations.

Participates in statewide financial committees; maintains collaborative relationships with State Administrators and counterparts across the Florida State College system.

Produces 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.

Provides executive management with financial analyses to support strategic planning and institutional decision-making.

Develops and maintains processes to determine proper classification and accounting treatment of contributions and grants, distinguishing gifts, a philanthropic donations, grants and contracts. Evaluates eligibility for matching funds and appropriateness of payment for Foundation related activities.

Performs accounting duties supporting internal and external customers who assist in providing support to students, staff, faculty, and visitors.

Performs other 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 a regionally accredited institution supplemented by (10) 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.

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

Revised: 05/15/25