



Classification Description

Job Title: Assistant Director, Financial Services

Pay Grade: 119

Job Code: 3900

FLSA Status: Exempt

Job Purpose

This is responsible professional work in managing the overall fiscal operations of the Florida SouthWestern State College Financing Corporation (DSO) and collegiate high schools including, planning, organizing, coordination and directing the financial and accounting activities.

General Responsibilities

Essential Functions

Oversees the daily operations of all financial transactions related to the DSO including, but not limited to, processing accounts payable, accounts receivables fixed assets and various general accounting entries. Prepares invoices for services provided to the DSO and makes appropriate deposits.

Monitors the DSO budgets and prepares routine budget to actual reports. Analyzes actual and proposed revenue and expenditures, verifies the amounts are within budget parameters.

Makes recommendations to ensure appropriate segregation of duties and proper internal controls are established and maintained.

Monitors the DSO short and long-term cash and investment accounts, to ensure sufficient funds are available for current expenditures.

Responsible for the preparation of the DSO annual financial statements and various board reports for the DSO Board of Director's and College Board of Trustees. Completes appropriate year end adjusting entries.

Responsible for the preparation of the collegiate high school monthly and year-end financial statements. Prepares reconciling entries as needed.

Verifies accuracy and coordinates activities involved in both the monthly and annual preparation of various financial documents, reports, and federal/state tax information reporting.

Prepares department and College-wide ad hoc reports as needed.

Responsible for internal controls and procedures for areas of responsibility.

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Develops and implements strategic goals and plans for areas of responsibility ensuring consistency with College goals. Recommends College-wide fiscal policies and procedures in support of those goals and identifies key controls that impact financial reporting and ensures the College adheres to established goals.

Ensures that College policies and procedures, Florida statutes, State Board of Education rules, and Federal requirements are adhered to and that staff is kept abreast of such matters. Develops and maintains procedures for assigned areas and ensures compliance with local, state and federal regulations for area of responsibility.

Maintains in-depth knowledge of IRS regulations, Florida Statutes, Florida Administrative Code, AICPA, GASB and NACUBO laws, rules, regulations, standards and guidelines.

Represents Office of Financial Services and is expected to serve on various College committee's as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business, accounting or a related field.

Five (5) years progressively responsible experience in accounting, or accounts payable. Appropriate combination of education and experience may be substituted.

Experience supervising accounting personnel.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

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- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 24, 2020. Reviewed: November 2, 2022. Revised: July 1, 2023.