

Class Code:	Prior 7/1/2004 9295	After 7/1/2004 9295
Title:	Assistant Controller	Assistant Controller
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

**Title: Assistant Controller**

**Job Summary:**

Responsible to the Controller or Associate Controller. This is work developing and directing one or more fiscal and accounting functions.

**Example description of duties (not all inclusive):**

Develops and recommends policies relating to assigned areas of responsibility.

Coordinates the development, implementation, and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, UWF, and Board of Trustees are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

Serves on UWF and/or Board of Trustees committees, as required.

Coordinates the completion of studies and the preparation of reports.

Functions for the Controller or Associate Controller in his/her absence, as required.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.