

	Prior 7/1/2004	After 7/1/2004
Class Code:	9298	9298
Title:	Associate Controller	Associate Controller
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

**Title: Associate Controller**

**Job Summary:**

This is work assisting in the direction of fiscal and accounting functions and functions as the Controller in his/her absence, as required. Reports to the Controller or appropriate administrator.

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

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

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on UWF, Board of Trustees, or state committees.

Assists in the preparation and administration of the annual operating budget.

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