1. Division: STUDENT AFFAIRS
2. Transaction Type: (___) Establishment (X) Update (___) Reclassification (___) Transfer 3. Position Number: 20420
6. Effective Date: (Personnel Use Only)
7. Section: 
8. FTE: 1.0
9. Budget Entity: AUX
10. Pay Plan: 
15. Class Code: 
16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

**ESSENTIAL JOB FUNCTIONS**

**STATEMENT OF FUNCTION**

Serves as Budget Coordinator for the Housing Department and is responsible for the overall direction and management of fiscal responsibilities for the department. Responsible for evaluating, analyzing, and/or implementing fiscal procedures for the Division. Prepares reports for the Director’s Office to include internal and external entities regarding data requests. Performs administrative functions assigned by the Director of Housing.

**POLICY MAKING AND/OR INTERPRETATION**

Coordinates policies and procedures that govern the fiscal and financial operations of the Department. Revises and interprets policies and procedures of the State of Florida, State University System and Florida A&M University. Coordinates and conducts special projects as requested by the Director of Housing.

**PROGRAM DIRECTION AND DEVELOPMENT**

Designs, develops, and implements sound fiscal programs for the Department. Coordinates the effectuation of all budgets for the Department. Advises the Director of Housing about matters of noncompliance with sound fiscal and financial practices and procedures by staff within the department. Prepares the Budget Rental Rates for the Housing Department’s annual presentation of auxiliary budgets and proposed rental rates to the President. Gives oral presentations as directed.
Position # 20420

17. POLICY MAKING INTERPRETATION: What statutes establishes or defines the work performed?

18. SUPERVISOR’S POSITION: Number: 20040  Class Code: 9351  Class Title: Interim Director of Housing

18. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CLASS POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Accountant</td>
<td>20208</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>20072</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>20122</td>
</tr>
</tbody>
</table>

19. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Has a major responsibility for the planning and controlling of the Housing Department’s Budget in excess of $9,200,000.00

20. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

21. KNOWLEDGE/SKILLS/ABILITIES:

To function in this capacity the person must have at least a bachelor’s degree and four years directly related professional experience.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW: Please review statements below check all that apply.

__This position requires a background check and/or fingerprinting. Florida Statues.
__This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
__This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
__This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:  Incumbent: ___________________________ Date: _______________

                   Reviewing Officer: ______________________ Date: _______________

                   Director of Personnel: ____________________ Date: _______________