

## PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6452  
Pay Grade: D12

FLSA: Non-Exempt

<b>FINANCIAL TECHNICIAN I</b>
<p><b>REPORTS TO:</b> Manager, School Business Services Coordinator, School Business Services</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> High School Diploma or possession of a GED and three (3) years of experience in financial operations or accounting in school or governmental accounting. Possession of a valid state of Florida Class E noncommercial driver's license.</p> <p><b>PREFERRED:</b> Associate's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field. Demonstrated proficiency in the Microsoft Office Suite, particularly Excel, Word, and Outlook. Experience with the district ERP system.</p>
<b>MAJOR FUNCTION</b>
<p>Performs responsible and independent accountancy work related to school funds. Ensures accurate receipting, disbursement, recording, and reporting of financial transactions in compliance with applicable laws, regulations, board policies, and internal controls. Supports schools in maintaining fiscal integrity and transparency. Demonstrates the ability to prioritize tasks, meet deadlines, and work independently with minimal supervision. This position requires regular travel to multiple school sites throughout the district.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Plans, performs, and supervises the accurate recording of transactions related to accounts receivable and payables.</li> <li>Maintains and reconciles financial records.</li> <li>Prepares monthly financial reports and related information.</li> <li>Receives, deposits, disburses, and safeguards funds in accordance with laws, rules, regulations, policies, and internal control procedures.</li> <li>Maintains and monitors school fund budgets; assists in tracking expenditures, identifying variances, and supporting budgetary compliance.</li> <li>Issues purchase orders, processes vendor payments, and maintains open communication with vendors to ensure timely delivery and service.</li> <li>Classifies and records daily receipts and disbursements in journals; totals and balances accounts monthly; posts entries to the general ledger and reconciles control accounts.</li> <li>Applies knowledge of school board policies, purchasing procedures, and P-Card guidelines to authorize and process school purchases.</li> <li>Reconciles fund accounts to the bank statement monthly, following generally accepted accounting principles, ensuring accuracy, completeness, and timely submission.</li> <li>Supports audit readiness by maintaining organized, accurate, and auditable records.</li> <li>Monitors and ensures proper use of student activity funds in compliance with rules, laws, regulations, and policies.</li> <li>Utilizes district financial software and other systems to perform accounting functions and generate reports.</li> <li>Works collaboratively with others and provides support or coverage as needed.</li> <li>Performs other related duties as assigned.</li> </ul>

## FINANCIAL TECHNICIAN I

TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 06/04/25 MV; BOARD APPROVED: 07/29/25

## FINANCIAL TECHNICIAN I

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

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