

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6453
Pay Grade: D14

FLSA: Non-Exempt

FINANCIAL TECHNICIAN II	
REPORTS TO:	Manager, School Business Services Coordinator, School Business Services
SUPERVISES:	Not Applicable
QUALIFICATIONS:	Associate's degree from an accredited college or university in Accounting, Finance, or Business Administration, or a related field, and three (3) years of relevant experience. Working knowledge of the internal fund accounting system. Possession of a valid state of Florida Class E noncommercial driver's license. A year of related experience may be substituted for each year of the educational requirements stated above.
PREFERRED:	Bachelor's degree from an accredited college or university in Accounting, Finance, or Business Administration, or a related field. Working knowledge of the Microsoft Office Suite. Experience with the district ERP system. Experience as a bookkeeper in middle or high school.
MAJOR FUNCTION	
Performs advanced, independent work related to school funds in a fast-paced, high-volume environment. Ensures accurate receipting, disbursement, recording, and reporting of financial transactions in compliance with applicable laws, regulations, policies, and internal controls. Supports fiscal integrity and transparency at the school level. Demonstrates strong time management and the ability to work with minimal supervision. Delivers exceptional customer service with effective interpersonal skills, including the ability to de-escalate challenging situations with empathy and professionalism. This position requires regular travel to multiple school sites throughout the district.	
ESSENTIAL RESPONSIBILITIES	
<ul style="list-style-type: none"> Plans, performs, and supervises the accurate recording of transactions to accounts receivable and payable; maintains and reconciles financial records; prepares monthly financial information and reports. Receives, deposits, disburses, and safeguards funds in accordance with laws, rules, regulations, policies, and internal control procedures. Maintains and monitors school fund budgets; assists in tracking expenditures, identifying variances, and supporting budgetary compliance. Issues purchase orders, processes vendor payments, and maintains open communication with vendors to ensure timely delivery and service. Classifies and records daily receipts and disbursements to journals; totals and balances accounts monthly; posts to the general ledger and reconciles control accounts. Applies knowledge of school board policies, purchasing procedures, and P-Card guidelines when authorizing or processing purchases. Performs a monthly reconciliation of fund accounts to the bank statement in accordance with generally accepted accounting principles, ensuring accuracy, completeness, and timely submission. Supports audit readiness by maintaining organized, accurate, and auditable records. Monitors and ensures proper use of student activity funds in compliance with rules, laws, regulations, and policies. Collaborates with school administration, sponsors, and staff to ensure financial procedures are followed and funds are used appropriately. Utilizes district financial software and other systems to perform accounting functions and generate reports. Manages non-standard tasks, adjusts procedures as needed, and provides limited oversight. 	

FINANCIAL TECHNICIAN II

ESSENTIAL RESPONSIBILITIES (CONTINUED)
<ul style="list-style-type: none">• Independently resolves problems and actively supports process enhancements.• Actively participates in ongoing professional development and applies newly acquired knowledge and skills to improve team performance, share best practices, and support continuous growth among colleagues.• Makes independent decisions within the area of responsibility and contributes to team decision-making.• Performs all work in the field at assigned school sites.• Performs other related duties as assigned.
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 II

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				

Financial Technician II - NR