

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6450
Pay Grade: E07

FLSA: Exempt

MANAGER, SCHOOL BUSINESS SERVICES
REPORTS TO: Chief Financial Officer
SUPERVISES: Professional/Technical/Supervisory Staff Support Staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration, or related field, plus five (5) years of related professional experience, including two (2) years of administrative/supervisory experience. Demonstrated working knowledge of state and federal rules and regulations, and district policies and procedures. Demonstrated proficiency in the use of the Microsoft Office Suite. PREFERRED: Master's degree from an accredited college or university with experience in school finance, accounting, or governmental business operations. Experience with the district ERP system and other district software programs.
MAJOR FUNCTION
<p>Performs highly responsible professional duties in leading a centralized bookkeeping operation that provides comprehensive financial services to all schools within the district. Ensures compliance with financial policies and promotes fiscal accountability, operational efficiency, and service excellence. Provides strategic oversight of departmental staffing, development, and performance to support a skilled, service-oriented team.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Leads the planning, implementation, and continuous improvement of a centralized bookkeeping model that supports all schools with internal fund financial management and reporting. • Develops and maintains standardized procedures for all accounting functions, including receipting, issuing checks, procurement, field trip coordination, P-Card reconciliation, reconciling online payments, and bank reconciliations, in compliance with all rules, regulations, and district policies and procedures. • Establishes schedules and workload assignments to ensure consistent and timely service to each assigned school or program. • Monitors compliance with district policies, state statutes, federal regulations, and internal control standards related to school financial operations. • Serves as a liaison to school principals, administrative staff, and district departments to ensure customer service needs are met and financial procedures are followed accurately. • Provides oversight of reconciliation processes, end-of-month reporting, and internal fund audits; addresses any issues or findings promptly and effectively. • Develops training programs and reference materials for school and district staff related to internal fund management, financial software, and district policies. • Analyzes financial data to evaluate school-level trends, identify risk areas, and recommend strategic improvements. • Ensures timely submission of financial reports required for audits, board review, or regulatory purposes. • Stays informed of changes in financial regulations, best practices, and education funding requirements; recommends updates to policies and procedures as appropriate. • Promotes a culture of service, accountability, and continuous improvement throughout the department. • Provides leadership and oversight for all human capital functions within the department, including staffing, supervision, training, performance evaluation, and professional development to ensure effective operations and a high-performing team. • Performs other related duties as assigned.

MANAGER, SCHOOL BUSINESS SERVICES

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; BOARD APPROVED: 07/29/25

MANAGER, SCHOOL BUSINESS SERVICES

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				

Manager, School Business Services - PTS