

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0789
Pay Grade: C13

FLSA: Exempt
Administrative

ASSOCIATE SUPERINTENDENT, FINANCE AND BUSINESS SERVICES

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Executive Director Budget and Resource Allocations
Director Auditing and Property Records
Director Purchasing, Director Accounting,
Manager Payroll Operations
Manager Cash & Investments
Supervisor, Central Printing Services
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university in Accounting and/or Business Administration, or a Bachelors degree from an accredited college or university in Accounting and/or Business Administration relating to the disciplines within the scope of authority and a CPA designation. Leadership experience in administrative and business affairs relating to public educational institutions; five (5) years of which should be at a senior level involving financial management expertise within a computerized environment.

PREFERRED:

CPA. Public school district experience, preferably in Florida, of at least five (5) years at the upper management level in the areas outlined above.

MAJOR FUNCTION

The Associate Superintendent, Finance and Business Services is responsible for coordinating all of the business and services functions, which support the instructional delivery systems of the Pinellas School Board.

ASSOCIATE SUPERINTENDENT FINANCE AND BUSINESS SERVICES

ESSENTIAL RESPONSIBILITIES

- Responsible for coordinating the business and financial affairs of the school district
- Provides leadership, coordination, direct supervision and professional guidance over the department heads and their staff members who are responsible for the functions of Accounting, Auditing and Property Records, Budget and Resource Allocation, Cash Management and Investments, Payroll, Purchasing, and Central Printing Services
- Initiates and maintains a system of internal controls to safeguard the assets of the district and provide the highest level of accountability for public funds
- Provides management oversight and appropriate separation of internal controls in the area of cash and investments
- Chairs the Investment Oversight Committee (IOC) and reviews all inter-related reconciliations of the applicable investment records and accounts
- Independently reviews all broker-house advices of investment transactions
- Analyzes and determines when short-term or long-term borrowing becomes necessary
- Works with the Executive Director of Budget And Resource Allocation to utilize and update a ten-year Comprehensive Accounting Budget Model (CABM) Responsible for keeping the Superintendent and Cabinet informed as to current critical issues relating to funding
- Responsible for planning, coordinating, monitoring, evaluating and recommending improvements to the district's financial and business services, including policies, procedures and processes
- Serves as the district's finance representative in bargaining activities with the labor organizations
- Develops cost analysis of salary proposals
- Represents the Business/Finance functions at official school board meetings and workshops
- Provides answers to Board questions or concerns related to agenda, items which involve potential financial impacts of various alternatives or policy decisions being considered
- Serves as the district's finance representative in contract negotiations with architects, contractors and construction managers
- Attends meetings of the Florida professional associations that provide training and legislation information when appropriate or sends a designee
- Acts on behalf of the Superintendent when so designated
- Performs other duties and related work as assigned

TERMS OF EMPLOYMENT

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.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

TITLE BOARD APPROVED: 8/22/90; ISSUED: 2/91 BMP; BOARD APPROVED: 7/10/91; REVISED: 4/95 PBL; TITLE BOARD APPROVED: 5/9/95; REVISED MQ's: 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, D&R, MQ's: 3/10 RAS; BOARD APPROVED: 5/01/10; REVISED FORMAT, TITLE, MF, MQ's, PREFERRED, ER, ADA; 6/12 LM; BOARD APPROVED: 6/12/12

ASSOCIATE SUPERINTENDENT FINANCE AND 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 | | | | |

Associate Superintendent Finance and Business Services - ADM