PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6451
Pay Grade: E04

FLSA: Exempt
PTS

COORDINATOR, SCHOOL BUSINESS SERVICES

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration, or related field and five (5) years of relevant experience. Demonstrated proficiency in the use of the Microsoft Office Suite. 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, provided an industry certification is held.

PREFERRED:
Five (5) years of experience in public school finance or governmental accounting with a focus on internal funds. Experience with the district ERP system and other district software programs.

MAJOR FUNCTION

Performs highly responsible professional duties in support of the development, implementation, and daily operations of centralized accounting functions serving all district schools. Assists the manager in designing efficient processes and ensures compliance with federal and state laws, rules, regulations, and school board policies. Oversees department staff and delivers high-quality services for school internal funds and district-managed financial resources. Provides critical training, monitoring, and troubleshooting, and leads continuous process improvement.

ESSENTIAL RESPONSIBILITIES

- Supports the planning, execution, and improvement of centralized processes to ensure efficient, accurate, and compliant financial operations across all schools.
- Supervises, schedules, and supports a team of Internal Accounts Technicians assigned to multiple schools; ensures timely visits, consistent documentation, and high-quality service delivery.
- Oversees office-based staff responsible for processing and managing district operating funds, Title I, and other federal or state-funded programs.
- Monitors workflows for receipting, issuing checks, procurement, bank reconciliation, P-Card processing, and RevTrak online payment systems.
- Provides hands-on support to resolve complex issues related to internal funds accounting, software functionality, or financial policy interpretation.
- Helps develop standardized templates, checklists, and training materials to ensure consistency across all tasks and school sites.
- Assist in the recruitment, onboarding, training, and evaluation of staff, ensuring employees understand and follow district policies and internal controls.
- Works with IT, Finance, and other departments to implement and optimize financial software systems used by the School Business Services team.
- Serves as a liaison between managers, auditors, and schools to address audit findings, track corrective actions, and promote compliance.
- Analyzes and reports school financial data to identify trends, concerns, and opportunities to improve efficiency and strengthen controls.
- Serves as acting manager in the absence of the School Business Services Manager.
- Promotes a culture of accountability, customer service, and continuous improvement.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the 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
ISSUED: 06/04/25 MV; BOARD APPROVED: 07/29/25

COORDINATOR, 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				