PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6449
Pay Grade: E02

FLSA: Exempt

SCHOOL BUSINESS SERVICES SPECIALIST

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university in Accounting, Finance, or Business Administration, or a related field, and five (5) years of relevant experience. A working knowledge of the internal fund accounting system. Possession of a Florida Class E noncommercial driver's license. A year of related experience may be substituted for each year of the educational requirements stated above.

MAJOR FUNCTION

Provides day-to-day oversight for department staff through recruitment support, onboarding, training, performance management, employee development, retention efforts, and operations. Provides coaching, mentoring, and intervention strategies to improve performance and enhance service delivery to schools. Ensures fiscal integrity, compliance with laws, regulations, and School Board policies, and promotes best practices in financial operations.

ESSENTIAL RESPONSIBILITIES

- Participates in recruitment and selection of staff positions, including candidate screening, interviewing, and hiring recommendations.
- Coordinates and facilitates onboarding for new staff, ensuring successful integration into School Business Services and their assigned school communities.
- Ensures adherence to district standards, internal controls, performance expectations, and established operational procedures.
- Provides coaching, mentoring, performance feedback, and professional development to support employee success, continuous improvement, and career growth.
- Identifies employees experiencing performance challenges and develops improvement plans, targeted training, coaching, and support strategies to promote successful job performance.
- Supports schools by providing technical assistance, troubleshooting financial issues, interpreting policies and procedures, and promoting consistent financial practices.
- Conducts school visits to assess financial operations, provide guidance, identify training opportunities, and ensure compliance with district procedures and internal controls.
- Reviews financial work products, reconciliations, reports, and supporting documentation to ensure accuracy, consistency, completeness, and compliance.
- Develops, maintains, and updates training resources, procedural guides, job aids, and best practice documentation.
- Collaborates with division leadership to address workforce succession planning, employee development initiatives, and operational priorities.
- Promotes a positive work environment that supports employee engagement, accountability, teamwork, customer service, and continuous improvement.
- Assists with special projects, process improvements, data collection, and operational initiatives to support departmental goals and objectives.
- 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:

SCHOOL BUSINESS SERVICES SPECIALIST

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	

Specialist, School Business Services - NR