

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6556
Pay Grade: C01

FLSA: Exempt

FINANCIAL SPECIALIST - PTEC

MAJOR FUNCTION:

Is responsible for the financial management of a Pinellas Technical Education Center. This includes, but is not limited to, accountability to the Director for receipts and expenditures involving both discretionary and internal funds and the necessary records associated with this function to assure compliance with local, state and federal guidelines and School Board policy and procedures. Work is reviewed through internal audit reports, conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Organizes, oversees and controls the Center's financial operations and recommends fiscal procedures for its improvement.
- Is responsible for production receipts and expenditures and for assuring that appropriate lab repair forms are maintained.
- Monitors bookstore and cafeteria accounts and inventories and assures prompt submission of funds to the bookkeeper for recording and deposit.
- Is responsible for collection and appropriate disbursement of student registration fees including those for parking and I.D. cards.
- Oversees discretionary budget to assure expenditures for materials, supplies, travel, etc., remain within approved budgetary limitations.
- Supervises the bookkeeping function to assure correct ledger balances; adequate control of petty cash, including maintenance of receipt books and signature sheets; accurate records of receipts and disbursements to and from appropriate accounts; monthly reconciliation of bank statements; accurate and timely preparation of financial statements, etc.
- Monitors fee waiver allocations and balances.
- Monitors all contributions including scholarships, and maintains records of disbursement.
- Assures adherence to Board policy and procedures in matters concerning property records and control; i.e., tagging of new equipment, appropriate notification of internally purchased and donated equipment, documentation of equipment transfers.
- Is responsible for originating all purchase requisitions at the Center and assures adequate funds are available within the appropriate accounts; secures appropriate approvals.
- Acts as purchasing agent for the Center and serves as liaison with central Purchasing and outside vendors when necessary.
- Makes recommendations to the Director for expenditures from internal fund categories.
- Is responsible for monitoring receipts and disbursements of State and Federal funds at the Center.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or a related field plus three (3) years progressively responsible experience in the area of financial operations within a large school system; or an equivalent combination of education, training and experience.

ISSUED: 3/89 PBL; BOARD APPROVED: 4/26/89

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.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				