

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6166
Pay Grade: D13

FLSA: Non-Exempt

| BUDGET TECHNICIAN |
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| <p><u>REPORTS TO:</u> Executive Director, Budget and Resource Allocation</p> |
| <p><u>SUPERVISES:</u> Not Applicable</p> |
| <p><u>QUALIFICATIONS:</u> Associate's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field, plus three (3) years related experience in project accounting. A year of related experience may be substituted for each year of educational requirements stated above.</p> <p><u>PREFERRED:</u> Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field.</p> |
| MAJOR FUNCTION |
| <p>Performs technical, accounting, and budgetary duties with a focus on monitoring and controlling expenditures, maintaining compliance with budgetary procedures, and ensuring accurate financial reporting. The role involves analyzing budget data, preparing financial reports, and coordinating financial account activities across departments and schools. Work is performed with a high degree of independence under established guidelines and is reviewed by the supervisor for accuracy and adherence to objectives.</p> |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none"> • Manages school and departmental revenue and expenditures, addressing over-expenditures, staffing conflicts, and budget variances. Resolves salary and fringe benefit deficits. • Manages and reports on funding initiatives ensuring compliance with guidelines and accurate resource allocations. • Prepares financial reports, assists in compiling the annual budget, and conducts actual-to-budget variance analysis. • Provides mentorship and training to school secretaries and bookkeepers, conducts onboarding sessions for new hires, and develops standardized manuals and resources to ensure consistent budget practices. • Maintains awareness of capital outlay, position control, departmental budgets, and payroll functions serving as a backup resource during emergencies or staffing shortages. • Assists with board workshop and public hearing documents and maintains organizational systems to ensure deadlines are met and tasks completed accurately. • Applies accounting principles, financial management practices, and independent judgment while collaborating effectively with team members. • Reviews and analyzes monthly financial statements, prepares revenue sheets, and processes invoices to meet monthly deadlines. • Verifies accuracy of reports, minimize carryover funds, conduct quarterly financial audits, and ensure all charter school financial statements and audits are submitted. • Performs other related duties as assigned. |

BUDGET TECHNICIAN

| TERMS OF EMPLOYMENT |
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| <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 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: 1/25/25 MV; BOARD APPROVED: 02/25/25 |

BUDGET TECHNICIAN

| 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 | | | | |

BUDGET TECHNICIAN -- NR