

Fixed Asset Compliance Specialist

Purpose Statement

The job of Fixed Asset Compliance Specialist is done for the purpose/s of supporting the development, implementation and maintenance of fixed asset control, training district staff on related processes and procedures; and preparing a variety of compliance reports.

This job reports to Director of Finance and Purchasing

Essential Functions

- Analyzes fixed asset data (e.g. furniture, equipment, etc.) for the purpose of ensuring tags qualify for depreciation and tracking codes for compliance with district, state, and federal requirements.
- Attends meetings, conferences, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates a variety of activities and events (e.g. regular physical inventories of district and site assets, sales of surplus goods, reviews by auditors, etc.) for the purpose of meeting departmental schedules and legal requirements.
- Develops reporting processes, procedures and internal controls for the purpose of enhancing information flow and maintaining accurate records.
- Maintains records and files (computerized and manual) relating to asset inventory for the purpose of determining annual depreciation and ensuring the availability of information as required by district, state and federal requirements.
- Prepares a wide variety of reports, documents and other written materials for the purpose of documenting activities, providing written reference and/or conveying information used for management decisions.
- Processes surplus equipment (e.g. drives to site, loads/unloads items, locates tag, etc.) for the purpose of determining disposition and/or disposal is in accordance with district requirements.
- Processes requests and documents (e.g. transfer forms, control number and tags, invoices and/or requisitions, etc.) for the purpose of maintaining a computerized inventory of all fixed assets as required by district, state and federal regulations.
- Processes inventory control assignment of incoming equipment and supplies, land and buildings for the purpose of maintaining a computerized inventory of all fixed assets as required by district, state and federal regulations.
- Receives capital items at the warehouse for the purpose of ensuring compliance with purchase order and affixing tag.
- Reconciles discrepancies in asset records (e.g. physical count versus reported items, purchase orders versus items received, physical location of items, etc.) for the purpose of maintaining a computerized inventory of all fixed assets as required by district, state and federal regulations.
- Responds to inquiries of district personnel, board members, auditors, etc. for the purpose of providing information and/or direction for resolving questions/issues.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations related to warehouse operation; operating equipment used in warehouse i.e. forklift, pallet jack, hand truck, etc.; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and principles of fixed asset management.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; establishing and maintaining effective working relationships; setting priorities; meeting deadlines and schedules; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Certificates and Licenses

Valid Driver's License and Evidence of Insurability, Forklift Certificate

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card
Required, Measles/Rubella
Immunity/Vaccination, Valid form I-9

FLSA Status

Non-Exempt

Approval Date

Salary Grade

30