



JOB TITLE	DEPARTMENT	REPORTS TO
Fixed Asset Specialist	Purchasing	Director of Financial Operations

Position No: 77625	Length of Work Year: 12 Months
Salary Schedule: C25	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 11/27/07; 3/14/16; 7/1/21; 6/2/22

JOB GOAL
The purpose of the position is to perform field and technical tasks in fixed asset accounting, inventory of school district owned assets and purchasing related tasks. Employees in this classification are responsible for maintaining accountability for a wide variety of assets and equipment. Position coordinates the maintenance of records and ensures reconciliation of official district asset data through a computerized information system. Performs related work as directed.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School diploma or equivalent 2. Experience in maintaining fixed asset records and/or purchasing experience, preferred. 3. Accounting experience, preferred. 4. Ability to maintain accurate records. 5. Ability to utilize technology, including Microsoft Word and Excel to reconcile and analyze inventory. Experience with Skyward Asset module is preferred. 6. Ability to lift objects weighing up to 70 pounds. 7. Ability to read and interpret documents such as policies and procedure manuals. Follow directions and satisfactorily carry out instructions furnished in written, oral, or diagram form. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Conducts on-site audits of property and assets for the purpose of reconciling data with fixed asset accounting systems. 2. Establishes and maintains documentation regarding fixed asset physical location and general physical conditions. 3. Establishes records, identification and creates tracking tags for newly acquired assets. 4. Inventories and tags assets at designated physical locations in accordance with established regulations, policies, and procedures. 5. Maintains records of excess assets/inventory, and coordinates and/or performs auditing and records management activities. 6. Assigns inventory numbers, affixes tags to accountable equipment, and records age, condition, and value of such asset. 7. Records all transfers, acquisitions, changes, and/or deletions to existing asset records, to include all related data processing files. 8. Confers with department heads on laws and regulations governing fixed assets, surplus handling and management, and/or asset disposal. 9. Coordinates public auctions of surplus, obsolete, and scrap asset, and performs inventories of such as required. 10. Responsible for timely and accurate information. 11. Reconcile fixed asset expenses to the general ledger, monthly.

12. Provide monthly update of District equipment inventory to appropriate administrator; maintain separate site totals; track and compare totals from previous years.
13. Follow up on equipment shortages with school and department staff to resolve differences.
14. Coordinates all new fleet purchase tags, registrations, etc.
15. Monitors white fleet maintenance system with vendor.
16. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.