

## Position Description

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<b>TITLE:</b>	<b>Fixed Asset Technician</b>	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Business Office	<b>GRADE:</b>	13

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**SUMMARY:** Under basic supervision, ensures proper recording and accountability to verify appropriate safekeeping and custody of the District's fixed assets. Develops and maintains an accurate and timely inventory system for District's fixed assets that will comply with all federal and state provisions.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop and implement efficient inventory management procedures.
- Reviews and implements documents used for movements and deletions.
- Maintains accurate lists of fixed assets. Tags and records assets received into financial system. Tracks internal transfer of assets and documents disposals, as needed.
- Responsible for proper disposal of assets. Records and maintains documentation on all disposals.
- Prepares for annual audit by running reports, taking auditors to sites, and verifying accuracy of inventory.
- Performs monthly reconciliation of fixed assets database and the general ledger.
- Conducts physical inventory once a year. Prepares and files all property reports.
- Reconcile inventory discrepancies
- Assists with receiving and deliveries during peak periods.
- Completes other duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- High school diploma or equivalent; **AND** two (2) years experience in inventory control and office related experience; **OR** an equivalent combination of education, training, and experience.

#### **Required Knowledge of:**

- Principles and procedures of recordkeeping, reporting, and retention.
- District, School Board and Department policies and procedures.

#### **Required Skills in:**

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Assessing, prioritizing, and completing multiple tasks and demands simultaneously.
- Working independently with little or no supervision
- Providing quality customer service.

#### **Physical Demands/Work Environment:**

- Work is performed in a standard office environment.
- Work may involve lifting/moving objects weighing as much as 75 pounds up to 50 yards as a regular part of the job.

*Reclassified 7/9/2019*