Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Asset Specialist**

Qualifications:

Education: Bachelor's degree, or equivalent experience in Accounting, Business, Finance, Auditing, Cost Control, or related field

Training/Experience Required: At least 3 years of accounting or general bookkeeping experience preferred. Experience in accounting, purchasing, accounts payable, property accounting, or related business and/or financial services field, preferably in an educational or governmental environment, desirable. Must have experience using word processing, databases, and spreadsheets, as well as working with computerized accounting software. Experience working with automated property accounting systems/records, and scanning and bar-coding equipment, is also desirable.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Knowledge of grammatical structure and vocabulary, for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to the above, composes correspondence, provides complex instructions, makes public speeches or presentations, or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, State Statutes, Board Policies, proposals, regulations, balance sheets/ledgers, investment/banking information, etc.

Business Machines (like computers, copiers, fax machines, etc.): Operates business machines requiring formal, specialized training, such as a personal computer software with sophisticated retrieval, storage, and merging capabilities.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system. Maintains records related to auction items and assets.

Job Goals (Purpose of Position): Under minimal supervision, performs fixed asset accounting duties, maintaining a "perpetual" system that records all district property transactions on a timely basis, and any other duties and responsibilities as may be assigned by the Executive Director of

Financial Services. Responsible for duties assigned to the disposal of approved assets and the accountancy related to that process.

Contact with Others: An incumbent in this position has regular contact with other district employees as well as persons outside the district, which requires tact, diplomacy, and independent judgment, such as problem-solving, making formal presentations, and interpreting policies and procedures based on experience. This incumbent will also have regular contact by phone and must be able to answer information requests and provide assistance as needed. At times must be able to meet with others outside of normal designated work hours and days. Flexible schedule to coordinate with the disposal of auction items.

Performance Measures: Successful performance of the job requires good customer service/people skills, managing financial resources, managing information, planning, organizing, leadership, teamwork, and providing information or reports as requested. Creativity, initiative, and effective problem-solving are important to the success of the position. In addition, the incumbent must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Acts as custodian of the district's fixed asset property system.

2. Coordinates the testing of the fixed asset records by completing periodic property inventories throughout the district.

3. Provides to the Board of Education, district financial auditors, and insurance carriers relevant property information.

4. Provides for the update of fixed asset records for all property addition and retirement activity, such as purchase, sale (at auction, or otherwise), trade-in, donation, theft, loss, destruction, etc.

5. Performs such other tasks and assumes such other responsibilities as the Executive Director may assign.

6. Compiles statistical data and audit reports.

7. Walk through buildings and across campuses.

8. Stand on feet for extended lengths of time.

9. Performs other duties as assigned by the Property Accounting Supervisor.

Supervision Exercised: As assigned by Finance Executive Officer or Departmental Supervisor

Site: Administrative Service Center and/or Warehouse

Reports To: Property Accounting Supervisor

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person and on the phone. Must also be able to lift/move the computer and other equipment to access bar codes. Must be able to retrieve and store files and reports (up to 30 pounds). Retrieve computer data from the printer room and the data processing. Maneuver around and through pallets/piles of items of varying size and weights. Must have flexibility of schedule to accommodate item pick up, auction sales, and item retrieval.

Terms of Employment:	250 days
Salary:	Set by Board
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of Board Policy

Approved 04/10/2023