Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Warehouse and Property Accounting Specialist**

Qualifications:

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

Training/Experience Required: At least 1-2 years of warehouse/logistics experience. At least 1-3 years of accounting or general bookkeeping experience in accounting, purchasing, accounts payable, property accounting, or related business and/or financial services field, preferably in an educational or governmental environment, desirable. Practical experience in inventory management systems for accurate tracking, coupled with a deep familiarity with warehouse safety and protocols. Optional qualifications include training or certification for operating equipment like forklifts. Candidates must demonstrate hands-on experience in core warehouse functions: efficient item storage and organization, rigorous quality control during receiving, and expertise in proper packaging and bracing of outgoing shipments to maintain asset security and data accuracy. 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.

Job Goals (Purpose of Position): To perform a combination of skilled warehouse and fixed asset accounting duties in support of district operations. This includes the receipt, delivery, and inventory of materials, as well as managing fixed asset records, inventories, and updates for all district-owned technology and equipment, and any other duties and responsibilities as may be assigned by the Director of Technology.

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 and 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.

Performance Expectations: Successful performance of the job requires good customer service/people skills, managing financial resources, managing information, planning, organizing, leadership, teamwork, and the providing of 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 assigned by the Director of Technology.

Warehouse and Property Accounting Specialist (Specific to Warehouse Operations):

1. Operate trucks, vans, forklifts, and pallet jacks to load, unload, and deliver supplies.
2. Inspect and verify incoming orders; log and tag received equipment.
3. Stock shelves, perform periodic inventories, and retrieve items for delivery.
4. Maintain warehouse cleanliness, organization, and equipment, including assigned vehicles.
5. Interact with vendors and delivery services (e.g., UPS) for receiving and dispatch.

Warehouse and Property Accounting Specialist (Specific to Property Accounting):

1. Maintain and update the district’s fixed asset property system (perpetual inventory).
2. Conduct physical audits/inventories of district property.
3. Document asset activities (additions, retirements, trades, donations, theft, etc.).

4. Provide property data for audits, insurance, and Board reports.
5. Use related technology systems to track and record asset locations.

Supervision Exercised: None

Site: Technology

Reports To: Director of Technology

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. Frequent standing/walking (7.5 hrs/day), lifting/carrying up to 50 lbs, and climbing ladders (up to 12 ft). Use of hands/feet for repetitive tasks; visual/manual dexterity required for handling tools, reading data, and operating machinery. Requires safe driving, attention to detail, and the ability to work independently and as part of a team.

Terms of Employment: 251 Days

Salary: Tech I, B

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

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