

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: FIXED ASSET ACCOUNTANT FINANCIAL SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general or occasional supervision, performs technical accounting and bookkeeping work, including inventory management. Work also involves maintaining accurate spreadsheets on new construction or improvements to all facilities, maintaining the fixed asset/federal inventory system and advising other departments with respect to reporting and documentation. Employee is also responsible for tagging equipment with bar coded fixed asset/federal equipment tags and maintaining equipment site files. Work requires the use of current technology for establishing and maintaining records and producing reports. Reports to the Program Administrator III – Accounting Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Screens purchase order copies to identify items for classification of a fixed asset and/or federal inventory item.

Mails, receives and processes the fixed asset/federal inventory control log for each designated asset/inventory item.

Travels to site locations for on-site tagging of fixed asset/federal equipment for inventory tracking purposes. Also, will travel to sites to assist or complete physical inventory of assets.

Maintains the fixed asset/inventory system detailing all equipment owned by GCS in conformance with Generally Accepted Accounting Standards and State and Federal guidelines; provides assistance to school-based and administrative personnel on any fixed asset/inventory matters.

Maintains files of all fixed asset acquisitions, adjustments, changes, transfers, and retired assets. This includes but is not limited to spreadsheets for all new construction, renovations and federal equipment.

Performs and verifies data entry of acquisitions and other changes into the fixed asset/inventory accounting system.

Prepares monthly reconciliation of the fixed asset/inventory accounting system to the general ledger.

Prepares monthly and year-end reports as scheduled, requested, and/or required for external auditors.

Prepares and reconciles year-end inventories for all locations and makes necessary reporting adjustments.

FIXED ASSET ACCOUNTANT

Performs on-site inventory audits at various times throughout the school year.

Reviews/audits payments on vendor accounts processed by accounts payable. Verifies vendor information, invoice data and account codes.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate degree in accounting, business administration or related field and 3 to 4 years' experience in bookkeeping, basic accounting, inventory control work involving computer spreadsheet applications and analysis or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to exert up to 40 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Physical requirements are consistent with those for Medium Work. Must be physically able to operate a variety of automated office and warehouse machines including computers, typewriters, calculators, printers, copiers, dollies, hand trucks, bar code scanners, etc.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc.

FIXED ASSET ACCOUNTANT

Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions, and to understand accounting terms. Must be able to communicate effectively and efficiently in Standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals;

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the textbook ordering and receiving process.

Considerable knowledge of fixed asset processing and bookkeeping practices.

Working knowledge of Generally Accepted Accounting Principles.

Working knowledge of inventory control processes.

Working knowledge of financial software programs.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to type accurately at a speed required to perform job duties.

Ability to understand and follow oral and written instructions.

FIXED ASSET ACCOUNTANT

Ability to exercise tact, courtesy, and firmness in frequent contact with school personnel and the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.