

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: RECEIVING/FIXED ASSETS SPECIALIST FINANCIAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs inventory control work ensuring all purchased items received by the warehouse meet purchase order requirements and specifications. Work involves opening and inspecting items received by the warehouse to ensure correct quality and quantity levels are met according to the purchase order specifications. Employee is responsible for assisting in unloading materials and checking materials against purchase order specifications. Employee is also responsible for notifying appropriate school or division of received materials, and returning incorrect shipments. Employee also performs technical accounting and bookkeeping work to account for fixed asset inventories for GCS. Work involves maintaining the fixed asset inventory reporting system, counseling other divisions with respect to fixed assets reporting and documentation, and taking inventories during school openings and closings. Employee is also responsible for tagging with bar code fixed asset equipment and maintaining equipment site files. Employee must exercise considerable tact in frequent contact with fellow employees, school officials, and departmental directors. Employee reports to the Program Administrator - Fixed Assets/Textbooks/Risk Management.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Receives all items coming into the warehouse and inspects contents for accuracy with purchase order. Assists in unloading shipments. Notifies appropriate schools when materials are received; notifies vendor and returns shipments when incorrect or damaged materials are received.

Signs receiving documents and sends to accounts payable for processing.

Tags fixed assets with bar codes for inventory tracking/control purposes. Prepares inventory control sheets for fixed assets received. Sends inventory control sheet with equipment when delivered.

Files purchase orders for received orders and maintains accurate purchase order records by vendor name and purchase order number.

Maintains the fixed asset inventory listing of all equipment owned by GCS in conformance with Generally Accepted Accounting Principles and State and Federal guidelines; provides assistance to school-based and administrative personnel on any fixed asset matter.

Maintains files of all fixed asset acquisitions, adjustments, changes, transfers, and retired assets. This

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includes but is not limited to spreadsheets for all new construction and renovations and capitalizes when complete.

Travels for on-site tagging of fixed asset equipment for inventory tracking purposes. Also travels to schools to assist or actually take physical inventory of assets.

Performs and verifies data entry into the fixed asset accounting system; prepares monthly and year-end reports as scheduled, requested or required for external auditors.

Prepares and reconciles year-end inventories for all locations and makes necessary reporting adjustments; prepares required reports for external auditors.

Ensures accuracy and authorization and records fixed asset transfer and retirement documentation from schools.

Maintains guidelines and worksheets for use by school-based personnel, making on-site inspections of year-end inventories in process.

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

Sets up new fixed assets inventories when a new or renovated school opens. Employee is also responsible for taking inventory, researching movement of assets and adjusting records when a school is closed.

Evaluates on-going projects for inclusion in Fixed Assets records.

### **ADDITIONAL JOB FUNCTIONS**

May deliver fixed assets to schools after tagging and all accounting work is completed.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, and 3 to 5 years of experience working in a warehouse with some receiving experience. Also, 1 to 2 years experience in bookkeeping, basic accounting, and inventory control, financial software programs, or related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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### SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina. 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 test 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 physically able to operate a variety of equipment including fork lifts, hand trucks, sweepers, automated office machines including computers, typewriters, calculators, copiers, bar code scanners, etc. Must be physically able to operate an automobile. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for Medium Work.

**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 Communication:** 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 a variety of correspondence, reports, invoices, purchase orders, packing slips, charts, etc. Requires the ability to prepare correspondence, logs, purchase orders, invoices, etc., using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

**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 written, oral, 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.

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**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and 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 including office equipment, warehouse equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under 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 fixed asset processing and bookkeeping practices.

Working knowledge of Generally Accepted Accounting Principles and financial software programs.

Working knowledge of inventory control processes.

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 maintain hardcopy files.

Ability to understand and follow oral and written instructions.

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

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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.