Specialist, Fixed Assets

FLSA Status: Non-Exempt
Pay Grade: 11
Job Title ID: 16402
Job Series/Job Family: Business Services Series / Fixed Asset Family

Reports To

Director, Asset Management.

Job Purpose

To plan, coordinate, and implement a system for the accurate accounting, reporting, controlling, and safeguarding of the District's capital fixed assets.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans, coordinates, and promotes ACC's District-wide fixed asset physical inventory process.
2. Coordinates, updates, and maintains the tracking database for new and existing capital and non-capital fixed assets including asset identification tagging, location identification, physical count, and departmental equipment custodians.
3. Conducts periodical and annual fixed assets physical inventories, and coordinates campus assets physical inventories with Campus Managers.
4. Coordinates transfer of equipment with Facilities and Operations, and updates the assets module with each transfer.
5. Reconciles fixed assets module with related fixed assets general ledger, and coordinates any variances with relevant fixed assets accounting staff.
6. Provides assistance with the implementation of processes in relation to fixed assets safeguarding.
7. Assists with the development of written processes and procedures for identifying, tracking, transferring, reporting, and as requested, disposing of fixed assets
8. Identifies existing assets without identification tagging numbers, assigns new identification numbers, and posts the newly identifiable assets to the asset module.
9. Supplies information for inventory reports as well as other assets reports and records.
10. Provides cross training to relevant staff in relation to fixed asset processes and procedures as required.
11. Coordinates and oversees the work of the Assistant, Fixed Assets as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Fixed asset management processes and protocol.
- Fixed asset tracking systems.
- Physical inventory practices and standards.
- Inventory control processes and standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating and maintaining capital and non-capital fixed asset tracking databases.
- Establishing and maintaining effective working relationships
- Conducting and coordinating fixed assets physical inventories.
- Implementing processes in relation to fixed assets safeguarding.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, spreadsheets, and databases.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years inventory control or fixed assets work experience.

Education

Required

- Bachelor's degree in business, accounting, or related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.