



EMPLOYEE NAME: _____

Created: 9/20 ; Revised: 9/20; 06/21

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Capital Assets	JOB CODE: 465B
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Systems & Capital Assets	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, Financial Systems & Capital Assets	PAY GRADE: NK03
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for management, processing and reporting of the district’s capital and equipment assets. Supervises and evaluates the Property Control Inventory Specialists. Collaborates with Capital Projects, School and Central Office Leadership to ensure accurate processing of capital and equipment assets. Reconciles capital and equipment assets monthly and annually against the General Ledger detail. Assist in year-end closing and audit preparation of Capital Assets.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree in accounting required
2.	Certification/License Required: Current Certificate of Public Accountancy (CPA) preferred
3.	Experience: 5 years of experience in accounting; experience preferred in School District financial statement audits and audits of capital assets
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent accounting, computer and auditing skills; excellent supervisory, organizational, and interpersonal skills. Munis experience preferred.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and evaluates the Inventory Specialists; Ensures staff is trained on Munis system and inventory scanning procedures.
3.	Prepares the annual Property Control report for Chief Financial Officer; maintains the District’s Capital Asset Policy and Property Control Users Guide.
4.	Manages the District’s Capital Assets and equipment to ensure assets are accurately tagged and processed within the Munis system; Reviews and approves equipment purchases.
5.	Manages the monthly and annual capital asset and equipment depreciation and reconciliation process to ensure all transactions balance to the general ledger and all variances are appropriately documented for auditing purposes; Researches property losses and overages from inventories, processes any correcting entries to ensure system data integrity is maintained and communicates changes to administrative personnel.
6.	Issues management reports to principals and department heads communicating the results of property inventories; meets with principals and department heads, as needed, to improve the inventory process and results.
7.	Collaborates with Capital Projects to ensure accurate processing of the District’s capital assets, including construction projects, architectural fees and land acquisitions.
8.	Oversees and monitors capital outlay expenditures for all construction projects, architectural fees, land acquisition, furniture, equipment and technology project purchases and provides guidance to administrators with capital outlay spending authority.
9.	Processes and manages donated assets in accordance with board policy FEAE-R Construction on District Property Funded by Others.

10.	Assist in the preparation of the annual financial audit and related work papers for the year-end closing process.
11.	Assists with the development of grant training content related to capital assets and district property; assists with providing grant guidance on compliance issues that may arise regarding federal and state laws and the Compliance Supplement.
12.	Disseminates written policies and procedures related to capital asset activities.
13.	Interprets federal and state laws and regulations, property control procedures/guides, and Cobb County School District Board of Education rules, policies, and procedures.
14.	Responsible for the testing of current and enhanced capital asset processes during Munis system upgrades: Ensures ongoing accurate documentation of the capital asset processes and procedures to support ongoing daily operations and training.
15.	Attends professional seminars to stay abreast of current and future GASB requirements related to Capital Assets.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____