



**EMPLOYEE NAME:** \_\_\_\_\_

Created: 12/15; Revised 5/16; 4/17; 12/17; 6/18; 10/18; 4/19; 9/20, 4/21; 6/21, 04/23

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Capital Asset Specialist	<b>JOB CODE:</b> 466D
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Prof/Supervisory Support Annual
<b>DEPARTMENT:</b> Financial Systems & Capital Assets	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Assistant Director, Capital Assets	<b>PAY GRADE:</b> Rank H (NK08)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists with the management and processing of the District’s Capital Assets and equipment, the monthly asset reconciliation and the creation of financial reports; Assists in scheduling and reconciling the district inventory and surplus processes; Assists with Capital Asset system upgrade testing, training/presentations and support efforts; Assists with the creation and maintenance of Financial Services forms.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 5 years of senior level clerical experience; Asset Management Experience Preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office proficiency, specifically with Excel and SharePoint; organizational, interpersonal skills; ability to work independently; detail and deadline oriented; proven problem solving and customer service skills, positive attitude, and exceptional level of professionalism. 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.	Assists with the management and processing of the District’s Capital Assets and equipment to ensure assets are accurately tagged and processed within the Munis system, including assistance with the review and approval of equipment purchases.
3.	Assists in the creation and scheduling of annual property inventories at schools and central office locations.
4.	Assists with researching property losses and overages from inventories and processes correcting entries to ensure system data integrity is maintained; communicates changes to administrative personnel.
5.	Provides support to Inventory Specialists and assists with inventory and tagging processes.
6.	Monitors the receipt of surplus equipment in the warehouse to ensure surplus inventories are performed timely.
7.	Removes surplus equipment items from Munis Capital Assets module monthly after Board of Education approval.
8.	Assists with monthly asset reconciliation and financial/audit reporting.
9.	Assists with Capital Asset system upgrade testing, training/presentations, and support efforts.
10.	Assists with Financial Services form creation, review, and updates ensuring the form content, layout, logos, and colors are current and posted to the Financial Services SharePoint Intranet Form Bank.
11.	Serves as backup for department payroll processing.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_\_