

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### PROPERTY CONTROL TECHNICIAN – FINANCE

#### QUALIFICATIONS:

- (1) Associates Degree with major coursework in Accounting, Finance or closely related field.
- (2) Minimum of four years experience in Accounting.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use a calculator, computer and financial accounting software. Ability to communicate with school personnel and other employees in a professional manner. Effective oral and written communication skills. Knowledge of and ability to read and interpret applicable statutes, rules and policies. Ability to work with limited supervision. Ability to perform para-professional accounting tasks related to the preparation and maintenance of financial records and production of reports in a centralized accounting system. Knowledge of accounting principles and procedures. Possess a valid Florida driver's license.

#### REPORTS TO:

Senior Financial Analyst

#### JOB GOAL

To provide Accounting Services for the District's Property Control function in the most efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Create and maintain fixed assets records on computerized system. Maintain documentation related to fixed assets on file. Reconcile fixed asset records with results of annual inventory and adjust records in accordance with Board policy and department procedures. Update fixed asset records to reflect transfer of assets between locations.
- \* (2) Prepare complete and accurate accounting reports related to fixed assets and depreciation as needed.
- \* (3) Prepare, issue and track District property tags for fixed assets.
- \* (4) Follow up on return of completed documentation from schools and departments related to application of fixed asset tags.
- \* (5) Obtain information from Surplus Inventory department related to assets disposed of through scrap and/or auction and prepare Board agenda items related to approval for disposal.
- \* (6) Attend auctions of District property and obtain documentation of sales and amounts due from auctioneer. Verify receipt of amounts and maintain documentation of revenues from auctions.
- \* (7) Obtain information related to donations of assets as needed to prepare agenda items for Board approval.
- \* (8) Maintain vehicle titles and related information on file.
- \* (9) Maintain records related to construction in progress and make journal entry adjustments as required at end of fiscal year.
- \* (10) Assist schools and departments with researching fixed asset records as needed.
- \* (11) Other duties as assigned by supervisor and Director of Budgeting department.

**PROPERTY CONTROL TECHNICIAN – FINANCE (continued)**

**Inter/Intra-Agency Communication and Delivery**

- \* (12) Communicate effectively with staff and vendors.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.

**Employee Qualities/Responsibilities**

- \* (15) Demonstrate initiative in the performance of assigned responsibilities.
- \* (16) Provide for a safe and secure workplace.
- \* (17) Model and maintain high ethical standards.
- \* (18) Follow attendance, punctuality and proper dress rules.
- \* (19) Maintain positive relationships with staff and public.
- \* (20) Participate in workshops and training sessions as required.

**System Support**

- \* (21) Prepare all required reports and maintain all appropriate records.
- \* (22) Follow all School Board policies, rules and regulations.
- \* (23) Exhibit interpersonal skills to work as an effective team member.
- \* (24) Demonstrate support for the School District and its goals and priorities.
- \* (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**PROFESSIONAL SALARY SCHEDULE – PAY GRADE 14**

**Date of Board Approval: April 24, 2007**