

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PROPERTY ACCOUNTING SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of two (2) years of property inventory accounting or related field
- Knowledge of accounting procedures
- Knowledge of auditing procedures
- Considerable computer knowledge and operation skills
- Experience using online inventory database and barcode scanning equipment
- Knowledge of office practices and procedures
- Ability to exert physical demands which may involve heavy lifting, carrying and pulling of objects and materials
- Ability to stand for more than two (2) hours at a time on a daily basis
- Knowledge of Florida Statutes governing school boards
- Must possess a valid Florida driver's license

Desired Qualifications:

- Valid Florida Class "B" CDL driver's license with the appropriate endorsements
- Knowledge of TERMS fixed asset and financial software system or other system designated by School Board
- Proficient in the use of Microsoft Office, with particular emphasis on Excel
- Excellent and effective interpersonal, communication (oral and written), collaboration, organization and time management skills
- Experience with using Statutorily required computer maintenance management software systems

Performance Responsibilities:

- Perform annual or special physical inventory of tangible equipment at each site
- Daily use of Statutorily required computer maintenance management software systems
- Responsible for coordinating pickup, transport, storage and disposal of all surplus equipment, recycling and textbooks
- Coordinate, assign and maintain all information for fixed assets
- Maintain and reconcile control accounts of total expenditures for audit on monthly basis
- Maintain and reconcile reports for surplus equipment
- Assist in maintaining accurate records for general fixed assets financial statement for the Director of Facilities and Support Operations Division, Manager of Warehouse, Property Control, Printing & Records Department and State Auditor
- Maintain accurate records for surplus textbooks, recycling, public sale or other disposal
- Ensure adequate files are kept to provide an accounting track for all property actions taken

- Regularly interact with colleagues in the Warehouse, Property Control, Printing & Records Department, District administrators, department managers, and other appropriate district staff in the resolution of property inventory related issues routinely
- Assist in the proper documentation of property transfers and removals within district database
- Schedule and perform data transfers to and from scanners; review transactions for data accuracy
- Participate in process change implementation (e.g. testing new inventory processes, hardware, and/or software upgrades)
- Maintain paperwork and record keeping associated with physical inventory processes
- Serve as informational resource to campus personnel regarding inventory processes
- Participate in cross-functional teams within the Facilities Operations Department for process improvement and cross-training
- Assist with development of training materials for campus community as needed
- Audit and solve any related problems with invoices regarding tangible property
- Responsible for the supervision of all aspects in the coordination of the public sale procedure
- Confer with department heads, principals, etc. on laws and regulations governing property control, surplus handling, management and disposal
- Perform other duties as assigned by the Manager of Warehouse, Property Control, Printing & Records Department and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Warehouse and Property Control and/or designee

Evaluation:

Annual evaluation done by the Manager of Warehouse and Property Control and/or administrative designee

Terms of Employment:

12-month employment

Salary

Salary based upon approved salary schedule - Noninstructional Level N

Job Code:

77625

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/15, 10/18/16