



# Little Rock School District

## JOB DESCRIPTION

---

**Position Title: Fixed Asset Property Manager**

**Prepared Date: 05/04/2022**

---

### **JOB GOAL:**

To work effectively and efficiently perform the functions connected with the operation of the fixed asset property accounting system within the Procurement Department.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contracts, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Associate degree or equivalent college hours required. A bachelor's degree in Accounting, Business, Finance or related field is preferred.
2. Minimum of three (3) years experience in similar position with a strong background in property accounting or inventory control.
3. Experience in accounting, record keeping, filing, mail distribution and associated general office tasks.
4. Experience with computer operations (Microsoft Excel, Word, etc.) and business software programs and an aptitude to learn Fixed Asset related software applications.
5. Proficiency in use of 10-key calculator.
6. Ability to communicate effectively orally and in writing.
7. Ability to deal effectively with the public and other District employees.
8. Ability to be organized and pay attention to details.
9. Ability and willingness to adapt to changing technology.
10. Evidence of a strong commitment to quality integrated education.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Manages property accounting functions and supervises activities of assigned personnel.
2. Assumes responsibility for receiving and recording into the property accounting system all new accountable equipment and donated items regardless of source.
3. Coordinates with appropriate staff to ensure that procurement of fixed asset equipment is properly coded for recording in the Fixed Asset System including developing & revising procedures, when necessary.



# Little Rock School District

## JOB DESCRIPTION

4. Recommends methods and procedures for improving efficiency and effectiveness of operations associated with this position & updates, as needed, the criteria for capital equipment including list of exceptions.
5. Assumes responsibility for maintaining records of assignment of property identification labels without redundancy including designing of cover letter & Property Accounting Source Document to send to sites along w/LRSD asset tags.
6. Assumes responsibility for accurate maintenance of inventory records when transfers of property within the District occur.
7. Initiates inventory updates at prescribed times and conducts necessary follow-up actions as required including compiling & preparing inventory instructions & any follow-up instructions, printing inventory reports, etc. Assumes responsibility for ensuring that fixed asset records are accurately adjusted from the physical inventories & for returning updated reports, along w/instructions, to each site for validation.
8. Conducts on-site physical inventories as required.
9. Assumes responsibility for developing and maintaining a fixed asset physical inventory for the Procurement Department.
10. Assumes responsibility to ensure that monthly donation summary is prepared & submitted to the Superintendent for Board approval & that appreciation letters to donors are prepared & submitted to the Superintendent for Board members' signatures.
11. Provides technology and other inventory reports as scheduled and on-call as requested including annual PC/Laptop allocation report and annual donation summary.
12. Works closely with the Property Distribution Specialist in administering the property distribution & disposal system: Involves the maintenance of current excess inventory held by Procurement for re-issue as needed; coordinating pick-up, receiving and disposition including proper recording of LRSD asset tag #s for transfer or retirement of each inventory record in the Fixed Asset System.
13. Works closely with the Property Distribution Specialist in managing sales/auctions of excess furniture, equipment & miscellaneous classroom materials to the public including proper recording of LRSD asset tag #s, etc. for retirement from Fixed Asset System.
14. Assists with sales/auctions of buses, vehicles, portable buildings, etc., including checking titles for liens, preparing titles & bill of sale for Director's signature & forwarding documents to the auctioneer. Also, proper recording of LRSD asset tag #s and VIN #s for retirement from Fixed Asset System.
15. End-of-Year Closeout – compare fixed asset additions with financial report of capital object codes to identify reconciling items then prepare reconciling report for auditors after balancing w/financial records along w/annual Depreciation by Function Code report & other end-of-year reports required by auditors.
16. Maintains spreadsheet of contents values by site & LRSD Vehicle/Bus Schedule & updates annually for insurance purposes.
17. Works with schools & departments when they have equipment stolen, destroyed or damaged by fire, flood, etc. providing them w/inventory information needed to complete incident or police reports; i.e., serial #, purchase date, acquisition cost, etc. thereby, ensuring that proper documentation is submitted to Procurement for removal of the stolen or destroyed items from the Fixed Asset System.



## Little Rock School District

### JOB DESCRIPTION

18. Assumes responsibility for preparing & distributing memos to summer school sites for accounting of property during summer school sessions.
19. Coordinates PC refreshers at District sites beginning w/verifying inventory records to determine final count of the models to refresh & ending with capturing all new refresh PCs in FAS & retiring the old PCs & numerous steps in-between.
20. Works closely w/District principals to determine additional furniture equipment needs due to additional classes each year at start-up & also, takes steps to ensure that the additional furniture & equipment is purchased & delivered to each site prior to first day of school.
21. Assists in other office duties as determined by the Director.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.