

JOB DESCRIPTION

TITLE INVENTORY SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree from a college or technical school with a major in accounting or related field; or five years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Computer skills required (i.e. ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director, Real Property & Asset Management

GENERAL RESPONSIBILITIES

Manages the district's accounting system for fixed and tangible assets to include land, buildings, improvements other than buildings, construction-in-progress, vehicles and equipment as required by generally accepted accounting principles for governmental agencies and Florida Statutes.

SPECIFIC RESPONSIBILITIES

1. Records original inventory data for schools and departments.
2. Schedules and assists all inventory sites with their annual inventory as required in statute.
3. Coordinates the proper tagging of equipment and assists schools and departments with transfers and/or identification of surplus equipment.
4. Reconciles changes in perpetual inventory system with purchase documentation as well as records of donations.
5. Assists external auditors with their review of inventory system records.
6. Assists Accounting office with preparation of Annual Financial Report relative to district asset reporting.
7. Maintains appropriate depreciation schedules as required to comply with Governmental Standards Board Statement 34.
8. Prepares periodic and annual reports of items lost, stolen, missing or surplus and sold for management review and use by the Sheriff's office and as required by state rules.
9. Assists in periodic surplus sales.
10. Assists Facilities Department in proper maintenance of all records of real estate.
11. Performs other duties as assigned.