



Job Title: Accounting Technician

Department: Accounting
Reports To: Fixed Assets Supervisor
Grade: CA-11
Number of Days: 12 Months
Security Access: ESC
Current Date: November 22, 2013
Overtime Status: Non-Exempt

Job Objectives: Fixed assets auditor.

Minimum Qualifications:

- High school with at least 2 years work experience with various types of school equipment.
- Basic knowledge of Microsoft Access and Excel and competency utilizing technical equipment.
- Must be able to lift 40 pounds and work at a variety of locations.
- Ability to prioritize and perform multiple tasks in a fast-paced environment.
- Be able to communicate well and with a customer focus; have a valid driver's license.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs physical inventory scans of equipment at all sites.
- Assists sites to resolve disposition exceptions.
- Trains new Site Asset Managers.
- Verifies surplus work orders.
- Prepares scan file for uploading into FACET.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to use Microsoft programs, bar-code scanners and lift at least 40 pounds.

Supervisory Responsibility: None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Various locations inside and outside.

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