



Job Title: Fixed Assets Supervisor

Department: Accounting
Reports To: Director of Accounting
Grade: BG-05
Number of Days: 12 Months
Security Access: ESC
Current Date: February 19, 2014
Overtime Status: Exempt

Job Objective: Ensure efficiency and compliance to the TPS Accounting Office's Fixed Asset, Internal Audit, and Inventory Management policies.

Minimum Qualifications:

- **Education:** Bachelor Degree or equivalent.
- **Experience:** three years' experience for knowledge of uses and functions of various types of school equipment.

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.

- Supervise the Accounting Technicians in daily work.
- Oversee and administer the Fixed Asset system program, FACET.
- Perform physical inventory scans of equipment at all district sites.
- Upload scanned inventory to FACET system.
- Create reconciliation/exception listing.
- Transact work orders and expense reports to produce audit reports.
- Support Asset Managers on a rotational basis throughout the district: perform and schedule training of district's Asset Managers.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Manage Surplus: format, execute, and process surplus work orders throughout the district.
- Perform/coordinate annual vehicle odometer reading/inventory (800 vehicles).
- Comply with federal, state, and company policies, procedures, and regulations.
- Perform other duties assigned by Director of Accounting.

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

- Strong organizational and interpersonal skills.

- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.
- Knowledge of equipment and vehicle types to be able to use electronic scanner and perform electronic upload procedures. Have a willingness to be trained to obtain these skills in the event this skill is not present at time of hire.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Able to communicate well with a diverse employee population.
- Ability to work well under pressure.
- Specific training required such as Microsoft Word, Excel, Access, and PowerPoint.

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

- Majority of time spent in the field on a rotational basis.
- Lift, carry, and move work-related supplies/equipment.
- Stand, reach, bend, crouch, and/or kneel.
- Repeating the same body motions throughout the day.
- Exposure to outdoors in varying temperatures.
- Time spent indoors in environmentally controlled conditions while performing office work.

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