



T U L S A

PUBLIC SCHOOLS

Job Title: Title I Accounting Technician

Reports to: Fixed Assets Supervisor - Accounting
Department: Accounting
Number of Days: 12 Months
Compensation: CA-11
Overtime Status: Non-Exempt
Date Job Revised: June 19, 2012

Position Summary: Perform physical inventory scans of Title I funded assets. Investigate discrepancies and follow-up to clear exceptions.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent

Specialized Knowledge, Licenses, etc:

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Experience:

- One year's experience for knowledge of uses and functions of various types of school equipment

Specific Training/Skills:

- Strong knowledge of Windows and computer network applications

Physical Requirements (If Applicable):

- Able to lift 40 pounds

Other:

- Able to communicate well with a diverse employee population
- Ability work well under pressure
- Ability to work without direct supervision
- Good ethic and organizational skills

Scope of Authority (If Applicable):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Oversee District equipment and other assets purchased with Title I funding
- Perform physical inventories at various district sites
- Upload and scan barcodes on Title I purchased equipment
- Verify counts on equipment
- Investigate discrepancies
- Upload and scan inventory to district inventory management system
- Perform special audits of inventories
- Oversee District equipment

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