

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Staff Accountant – Fixed Assets
Job Family: Financial Services
Department: Financial Services
Typical Work Year: 12 Months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-Exempt
Prepared/Revised Date: March 21, 2018, rev. 7/1/18

SUMMARY: Perform a variety of staff accountant functions within the finance department to include accountability for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets. Assist in ensuring accuracy, completeness, timeliness, financial stability, and capability to integrate into District financials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Maintenance of fixed asset module, tracking of purchases, movement, and disposal of equipment.
- Reviews expenses and determines whether they are capitalized assets or expensed items.
- Tags and records qualified assets as they are received through facilities and/or other departments.
- Sets up fixed assets in Infinite Visions Fixed Asset Module with appropriate tag numbers, serial numbers, locations, useful lives, tax info and supporting documentation.
- Verifies existence and accuracy of company's current fixed assets.
- Disposes of assets as necessary and calculate any gain/loss on disposal per CDE/Board Operational guidelines.
- Review and process all departments P-Card statements (purchase cards) and process payment to UMB Bank
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents and reports.
- Monitors and ensures compliance with generally accepted accounting principles and company procedures.
- Prepares or assists in preparation of schedules/notes to be provided to the external and internal auditors.
- Primary resource for auditors on fixed asset related items.
- Identifies the need for and executes process improvements.
- Communicates efficiently with other departments regarding fixed assets.
- Other duties as assigned.

EDUCATION AND TRAINING: Minimum high school diploma/GED required. AA degree or higher preferred. This is an entry level accounting position in a finance department, as such we are seeking employees who have the capacity to move up within the department.

EXPERIENCE: Accounting and/or fixed assets experience preferred, but not required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate
- Ability to organize, analyze, plan, prioritize, collaborate
- Maintain positive working relationships within the department, district, and with all external parties.
- Demonstrate optimism, problem solving, and team involvement.
- High level of decision making and self-directed research
- Ability to be proactive in finding ways to improve and streamline current processes.
- Adapt to a changing environment, which includes taking on new responsibilities as processes are streamlined.
- Knowledge and continued education on Uniform Guidance, Edgars, GASB, GAAP, Public Finance Act, and CDE Financial Policies and Procedures, and other applicable Rules, Acts, and grant requirements as well as Board Operational Expectations and District policies.
- Must have an aptitude with technology and the ability to use technology to drive efficiency and accuracy.
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Finance

Direct Reports: none

BUDGET AND/OR RESOURCE RESPONSIBILITY: Responsible for assisting the Finance Director with assigned budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X

Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	