



Columbia County School District Job Description

Position Title: Accountant – Fixed Asset Analyst		
Department: Business	Evaluation Instrument: Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule – Grade N	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Financial Officer		

MINIMUM QUALIFICATIONS

Education: Bachelor of Science or Bachelor of Arts in Accounting, Finance or Business

Essential Knowledge/Skills: Experience in fixed asset management and fund accounting.

Experience: Minimum three years of experience in a public or private sector business functions and accounting.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- JOB FUNCTION:** To coordinate the school system fixed asset inventory/program.
- Responsible for keying all fixed asset data into the computer software program after invoices are paid.
 - Maintains all records for the documentation of fixed assets.
 - Issues all control tag numbers.
 - Records all property transfers between schools and departments.
 - Records any dispositions of equipment and tie it back to the surplus inventory.
 - Responsible for reconciling the fixed asset inventory list back to the appropriate general ledger accounts.
 - Responsible for gathering documentation from the building fund to record buildings and land in the fixed asset inventory.
 - Responsible for all reports required for reporting fixed assets on the year-end financial statements for the state auditors.
 - Responsible for maintaining all contractual agreements for building projects and submitting the proper paper work for State reimbursement.
 - Responsible for reconciling all bank statements monthly.
 - Performs other related duties as assigned by the Controller and/or the Superintendent of Schools.

IMPORTANT NOTES

ESSENTIAL DUTIES
 Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2011