

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

PROPERTY ACCOUNTING SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of two (2) years of property inventory accounting or related field
- Knowledge of accounting procedures
- Knowledge of auditing procedures
- Considerable computer knowledge and operation skills
- Experience using online inventory database and barcode scanning equipment
- Knowledge of office practices and procedures
- Ability to exert physical demands which may involve heavy lifting, carrying and pulling of objects and materials
- Ability to stand for more than two (2) hours at a time on a daily basis
- Knowledge of Florida Statutes governing school boards
- Must possess a valid Florida driver's license

Desired Qualifications:

- Valid Florida Class "B" CDL driver's license with the appropriate endorsements
- Proficient in the use of Microsoft Office, with particular emphasis on Excel
- Excellent and effective interpersonal, communication (oral and written), collaboration, organization and time management skills
- Experience with using Statutorily required computer maintenance management software systems

Performance Responsibilities:

- Perform annual or special physical inventory of tangible equipment at each site
- Daily use of Statutorily required computer maintenance management software systems
- Responsible for coordinating pickup, transport, storage and disposal of all surplus equipment, and recycling
- Load and unload property from private and district owned vehicles with due precaution for the safety of personnel and the proper care of the materials and equipment as needed
- Assist School Distribution Center personnel in moving furniture, equipment, etc., for public sale and other moving services in the district
- Assist in performing inventory counts for district departments
- Coordinate, assign and maintain all information for fixed assets
- Maintain and reconcile reports for surplus equipment
- Assist in maintaining accurate records for general fixed assets financial statement for the Manager of Warehouse, Property Control, Printing & Records Department and State Auditor
- Maintain accurate records for recycling, public sale or other disposal

Property Accounting Specialist

- Ensure adequate files are kept to provide an accounting track for all actions taken
- Daily use of statutorily required computer maintenance management software and required computer maintenance management software systems
- Assist with scheduling and facilitating the proper distribution and pickup of all supplies, recycling, textbooks and property items throughout the district
- Regularly interact with colleagues in the Warehouse, Property Control, Printing & Records Department, District administrators, department managers, and other appropriate district staff in the resolution of property inventory related issues routinely
- Assist in the proper documentation of property transfers and removals within district database
- Schedule and perform data transfers to and from scanners; review transactions for data accuracy
- Participate in process change implementation (e.g. testing new inventory processes, hardware, and/or software upgrades)
- Maintain paperwork and record keeping associated with physical inventory processes
- Serve as informational resource to campus personnel regarding inventory processes
- Assist with development of training materials for campus community as needed
- Audit and solve any related problems with tagging of tangible property
- Responsible for the supervision of all aspects in the coordination of recycling
- Responsible for the supervision of all aspects in the coordination of the public sale procedure
- Confer with department heads, principals, etc. on laws and regulations governing property control, surplus handling, management and disposal
- Complete any registration, testing and current certification as required for FEMA, NEFEC, DOE, DOT, etc. for the operation of special equipment and emergency disasters
- Provide assistance during emergency situations as required.
- This position requires 24-hour call back in cases of emergency and supervisory presence, seven days a week. Perform other duties as assigned by the Manager of Warehouse, Property Control, Printing & Records Department and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Warehouse and Property Control and/or designee

Evaluation:

Annual evaluation done by the Manager of Warehouse and Property Control and/or administrative designee

Terms of Employment:

12-month employment

Salary

Salary based upon approved salary schedule - Noninstructional Level N

Job Code:

77625

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/15, 10/18/16, 03/20/23, 05/30/23