

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### **PURCHASING AND PROPERTY CONTROL ACCOUNTANT**

#### **QUALIFICATIONS:**

1. Bachelor's degree in Business Administration or Accounting from an accredited institution preferred.
2. Accounting experience, preferred.
3. Experience in maintaining property records and/or purchasing experience, preferred.
4. Ability to utilize technology, including Microsoft Word and Excel to reconcile and analyze inventory. Experience with Skyward Asset module is preferred.
5. Ability to read and interpret documents such as policies and procedure manuals. Follow directions and satisfactorily carry out instructions furnished in written, oral, or diagram form.
6. Such alternatives to the above requirements as the Board may find appropriate and acceptable.

#### **REPORTS TO:**

Chief Financial Officer

#### **SUPERVISES:**

Other personnel as assigned

#### **POSITION GOALS**

The purpose of the position is to administer the purchasing and property control program efficiently and to the ultimate benefit of students. To perform field and technical tasks in property accounting, property control of school district owned property and purchasing related tasks. Employees in this classification are responsible for maintaining accountability for a wide variety of property and equipment. Position coordinates the maintenance of records and ensures reconciliation of official district property data through a computerized information system.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the School Board, Superintendent. Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an expensive variety of technical instructions. Ability to operate a personal computer and mainframe. Ability to establish and maintain effective working relationships with staff. Ability to perform duties with an awareness of district requirements and School Board policies.

## **PERFORMANCE RESPONSIBILITIES:**

### **Service Delivery**

1. Prepares and administers the department budget.
2. Keeps adequate records on all contracts.
3. Conducts on-site audits of property and assets for the purpose of reconciling data with property accounting systems.
4. Establishes and maintains documentation regarding property and equipment physical location and general physical property conditions.
5. Establishes records and identification and tracking tags for newly acquired property and equipment.
6. Inventories and tags property at designated physical locations in accordance with established regulations, policies, and procedures.
7. Reconciles the equipment, software, and audiovisual inventories and makes necessary adjustments to the financial records.
8. Maintains records of excess property, and coordinates and/or performs auditing and records management activities.
9. Assign property numbers, affix tags to accountable equipment, and records age, condition, and value of such property.
10. Reviews transactions for proper classification and advises of needed budget changes.
11. Submits all items removed from inventory for Board approval.
12. Records all transfers, acquisitions, changes, and/or deletions to existing property records, to include all related data processing files.
13. Reconciles and posts depreciation and prepares journal entries.
14. Assists in preparing entries necessary to post accounting transactions and adjust or close the records at year's end.
15. Prepares bids that are in compliance with all local School Board policies and state board regulations.
16. Attends Board meetings and prepares such reports for the Board as the Chief Financial Officer may request.
17. Purchases services, supplies, and equipment through various methods including contracts, bid quotations, open end orders, negotiations, etc., in accordance with federal, state, and local regulations as well as School Board policies.
18. Writes specifications of equipment, services or supplies, as required, to insure quality products for use by the schools and departments of the school system.
19. Reviews requisitions for accuracy and completeness.
20. Evaluates bids and makes award.
21. Requests encumbrances authorization for PECO Projects.

### **Inter / Intra-agency Communication and Delivery**

22. Works with vendors on a fair and impartial basis in the procurement of supplies and/or equipment.
23. Confers with department heads on laws and regulations governing property control, surplus handling and management, and/or property disposal.
24. Works with Facilities to ensure timely processing of Assets Under Construction.

### **Professional Growth and Improvement**

25. Keeps abreast of legal requirements and proposed changes and provide advice to supervisor as required.
26. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
27. Participates actively in state and national professional organizations.
28. Maintains a network of peer contacts through professional organizations.

### **Systemic Functions**

29. Interpret School Board policy, state and federal regulations and laws relating to purchasing and property control issues.
30. Assist in organizing, planning and reviewing the recommendations for policies and standards affecting the purchasing and property control department.
31. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
32. Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

33. Provides in-service training for the employees of the department to accomplish department goals.
34. Recommends, assigns, evaluates and supervises assigned employees.
35. Develops and maintains a purchasing manual to be used by the appropriate employees of each school and department.
36. Develops and maintains an evaluation system for all items purchased by the School Board.
37. Performs other such duties as may be assigned by the Chief Financial Officer, Superintendent, or the Board.

**PHYSICAL REQUIREMENTS:** Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be based on the Board adopted Managerial / Supervisorial / Confidential Salary Schedule.

**EVALUATION:** Annual evaluation by the Chief Financial Officer in accordance with School Board policies and state laws.