AUBURN
Human Resources

Coord, Property Services

Job Description

JOB INFORMATION

Job Code	ED47
Job Description Title	Coord, Property Services
Pay Grade	FO06
Range Minimum	$41,110
33rd %	$47,960
Range Midpoint	$51,380
67th %	$54,810
Range Maximum	$61,660
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	9/6/2024 10:24:27 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Coordinates monthly reconciliations of financial and asset systems to ensure compliance with auditing standards and data accuracy. Administers Radio Frequency Identification (RFID) asset tracking, maintains inventory records, and acts as a liaison for departmental inventories and asset management.

RESPONSIBILITIES

- Performs monthly reconciliations between financial records and asset systems to ensure accuracy and compliance with auditing regulations. Ensures alignment of data across systems to support financial reporting requirements.
- Administers the Radio Frequency Identification (RFID) asset tracking system, which involves managing server updates in collaboration with the Office of Information Technology (OIT), addressing daily error reports, and resolving issues. Acts as a liaison between OIT and asset management software to troubleshoot significant program errors. Coordinates the procurement of RFID and barcode labels for labeling new assets and replacing RFID tags and communicates with departments regarding missing inventory.
- Maintains current and accurate inventory records for university assets. Utilizes asset management systems to maintain the accuracy of records.
- Acts as a liaison between Asset Management and campus departments regarding inventories and university assets.
- Handles all property service approvals in the Property Transfer system related to asset moves, asset sales, and asset deletion requests.
- Leads a team of Property Auditors to perform physical inventory and tagging of all university assets in university organizations on campus and outlying units.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	6 years of	Tagging and maintaining records on moveable equipment	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the Code of Alabama and policies regarding maintaining fixed assets.	
Knowledge of capital asset accounting.	
Knowledge of reconciliation procedures.	
Knowledge of Excel and Word.	
Strong oral and written communication skills.	
Proficient with university property and inventory programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
Other	Once employed, may be required to become certified (on-the-job) to drive a fork lift and large box truck.		Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		100+ lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This job may require employees to enter laboratories or other areas with hazardous conditions and/or contaminants when needed.