AUBURN
Human Resources

Auditor I, Asset Management

Job Description

JOB INFORMATION

Job Code	ED48
Job Description Title	Auditor I, Asset Management
Pay Grade	FO04
Range Minimum	$35,390
33rd %	$40,100
Range Midpoint	$42,460
67th %	$44,820
Range Maximum	$49,540
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	10/9/2024 12:40:21 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Maintains and audits an inventory of University and Federal capitalized equipment. Conducts audits, ensures accurate asset tracking, and maintains compliance among 400+ campus organizations. Focuses on maintaining accurate records and providing recommendations to enhance asset management practices.

RESPONSIBILITIES

- Conducts audits of university-owned assets following established procedures and guidelines, ensuring compliance with asset management policies and regulations.
- Assists in preparing audit reports summarizing findings and suggestions to enhance asset management practices and ensure adherence to compliance standards.
- Participates in verifying the existence, location, and condition of university-owned assets and comparing them with the recorded information. Assists in reviewing property-related documents for accuracy and completeness.
- Supports financial reconciliations by assisting in aligning asset records with financial statements, and identifying and resolving any discrepancies or inconsistencies.
- Assists in tagging university-owned, moveable equipment with proper identification details, and maintaining an updated inventory of equipment in the property control system. Follows documentation procedures to ensure accurate asset information.
- Provides assistance in verifying federal and state-owned equipment under contract and grant by assigning property control numbers and maintaining accurate records for the University inventory system.
- Maintains inventory records for all division and department changes, including transfers of equipment between departments or to Surplus. Assists in updating asset movements and status information.
- Assists in performing periodic physical verification or inventory of equipment for each department and makes necessary corrections to inventory reports. Reviews and analyzes reports to identify equipment purchases greater than $5,000.
- Supports the Property Control team by acting as a liaison between departments and Property Control, facilitating asset location and tagging activities. Assists in ensuring accurate and up-to-date asset information.
- Assists in guiding auditors to selected items to verify the location and existence of equipment valued in alignment with financial records.
- Assists with administrative tasks such as processing incoming vehicle titles, maintaining records of license plates for University vehicles, and providing general clerical support.
- Works as part of a team and provides backup support for other Asset Management Auditors as needed.

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.		2 years of	experience in tagging and maintaining records on moveable equipment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State			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			Up tp 50 pounds
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.