AUBURN
Human Resources

Auditor II, Asset Management

Job Description

JOB INFORMATION

Job Code	ED49
Job Description Title	Auditor II, Asset Management
Pay Grade	FO05
Range Minimum	$37,370
33rd %	$43,600
Range Midpoint	$46,710
67th %	$49,820
Range Maximum	$56,050
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	10/9/2024 12:41:03 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 comprehensive audits, ensuring accurate asset tracking, compliance, and financial reconciliation among 400+ campus organizations. Maintains precise records and provides valuable recommendations for improving asset management practices. The Auditor II, Asset Management may also provide guidance and mentorship to other auditors, contributing to the continuous enhancement of asset management processes.

RESPONSIBILITIES

- Conducts comprehensive audits to assess the effectiveness of asset management practices, ensuring compliance with regulatory requirements and organizational policies. Leads audit teams in evaluating high-value or complex assets.
- Creates detailed audit reports that provide findings, recommendations, and actionable suggestions for improving asset management practices. Ensures compliance with industry standards and identifies areas of non-compliance.
- Verifies the existence, location, and condition of university-owned assets by conducting physical inspections and comparing the findings with recorded information. Reviews and analyzes property-related documents to ensure adherence to policies and maintain accurate asset data.
- Tags university-owned movable equipment with accurate identification details, including proper names and serial numbers. Maintains a comprehensive inventory of all equipment in the property control system, ensuring compliance with accounting pronouncements, governmental standards, and policies.
- Verifies 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.
- Supports periodic physical verifications and inventory counts of equipment for each department, conducting necessary corrections and adjustments to inventory reports. Analyzes reports to identify equipment purchases exceeding $5,000.
- Serves as liaison between Property Control and the accountable property officers across the University. Serves as the primary contact for departments, facilitating the location of assets and physically tagging equipment on-site. Collaborates with departments to ensure accurate and timely asset information.
- Guides auditors to selected items to verify the location and existence of equipment valued in alignment with financial records.

RESPONSIBILITIES

- Processes incoming vehicle titles and maintains records of license plates for University vehicles. Communicates recalls or safety warnings to Risk Management for appropriate distribution.
- Performs clerical and administrative support duties such as data gathering, preparing documents, and mail distribution. Serves as backup for other Property Service Auditors.

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	4 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		Upon Hire	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 to 50 Pounds
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing	X					
Repetitive Motions	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.