
Auburn University Job Description

Job Title: **Auditor I, Asset Management**

Grade FO03: \$29,500 - \$39,800

Job Code: **ED48**

FLSA status: Non-exempt

Job Family: Financial & Business Operations

Job Function: Procurement & Payment Services

Job Summary

The Property Auditor I is responsible for maintaining and auditing 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.

Essential Functions

1. Conducts audits of university-owned assets following established procedures and guidelines, ensuring compliance with asset management policies and regulations.
2. Assists in preparing audit reports summarizing findings and suggestions to enhance asset management practices and ensure adherence to compliance standards.
3. Participates in verifying university-owned assets' existence, location, and condition and comparing them with the recorded information. Assists in reviewing property-related documents for accuracy and completeness.
4. Supports financial reconciliations by assisting in aligning asset records with financial statements, identifying and resolving any discrepancies or inconsistencies.
5. Assists in tagging university 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Assists in guiding auditors to selected items to verify the location and existence of equipment valued in alignment with financial records.
11. Assists with administrative tasks such as processing incoming vehicle titles, maintaining records of license plates for University vehicles, and providing general clerical support.
12. Works as part of a team and provides backup support for other Property Service Auditors as needed.

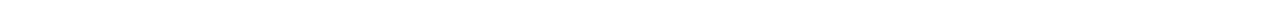
Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the

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Responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent.
Experience (yrs.)	2	Experience in tagging and maintaining records on moveable equipment.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements

Valid Driver's License.

Pre-Employment Screening Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/20/2023
