
Auburn University Job Description

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

Grade FO04 \$31,800 - \$44,500

Job Code: **ED49**

FLSA status: Non-exempt

Job Family: Financial & Business Operations

Job Function: Procurement & Payment Services

Job Summary

The Property Auditor II is responsible for maintaining and auditing 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 Property Auditor II may also provide guidance and mentorship to other auditors, contributing to the continuous enhancement of asset management processes.

Essential Functions

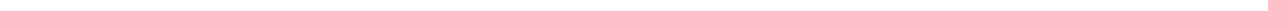
1. Conducts comprehensive audits to assess the effectiveness of asset management practices, ensuring compliance with regulatory requirements and organizational policies. Leads audit teams in evaluating high-value or complex assets.
2. Creates detailed audit reports that provide findings, recommendations, and actionable suggestions for improving asset management practices. Ensures compliance with industry standards and identifies areas of non-compliance.
3. Verifies university-owned assets' existence, location, and condition 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.
4. Tags University moveable 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.
5. Verifies federal and state-owned equipment under contract and grant by assigning property control numbers and maintaining accurate records for the University inventory system.
6. Maintains inventory records for all division and department changes, including transfers of equipment between departments or to Surplus.
7. 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.
8. 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 onsite. Collaborates with departments to ensure accurate and timely asset information.
9. Guides auditors to selected items to verify the location and existence of equipment valued in alignment with financial records.
10. Processes incoming vehicle titles and maintain records of license plates for University vehicles. Communicates recalls or safety warnings to Risk Management for appropriate distribution.
11. Performs clerical and administrative support duties such as data gathering, preparing documents, and mail distribution. Serves as backup for other Property Service Auditors.

Supervisory Responsibility

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

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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 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.)	4	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
