

Sul Ross State University
Position Description

Official Title: Property and Inventory Coordinator **Salary Group:** 9 **Job Code:** 4043

Summary

Function: Performs routine and advanced property and inventory work. Work involves overseeing and maintaining property inventory records and physical inventories and disposing of surplus property. May train and supervise the work of others.

Scope: Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Duties

Essential: Receives and reviews purchase order to determine whether assets have been appropriate capitalized; maintains property and real property accounting records using Statewide Property Accounting (SPA) system from the State Comptroller and with the Texas Higher Education Coordinating Board; assigns property inventory control numbers; documents the transfer and disposition of equipment; disposes of surplus property; plans and provides storage for items that have a seasonal use; locates surplus items, and conducts investigations on lost property items; conducts annual physical inventory of property; ensures an efficient system of property management and control, and recommends improvements as needed; supervises the work of student assistants; responsible for the reconciliation of the annual financial report to SPA; interprets and implements complex statutes, regulations and policies relating to property accountability and control; provides information and guidance to department heads and administrators; performs related work as assigned.

Supervision

Received: General instructions and work periodically reviewed by Assistant Controller.

Given: May supervise clerical personnel and student employees.

Education

Required: Graduation from a standard senior high school or equivalent.

Preferred:

Experience

Required: Two years experience or training in property accounting and /or inventory management.

Preferred: Supervisory experience; college coursework in accounting; some or all experience gained at a university, preferably state supported.

Equipment/Skills

Required: Computer skills; standard office machines.

Preferred: Advanced computer skills.

Working Conditions

Usual: Office conditions and warehouse conditions; some heavy lifting may be required; standard hours. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.