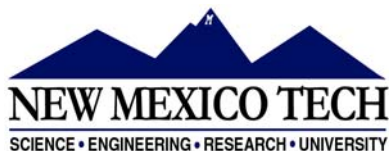


Posted: March 26, 2019



REVISED 3/26/19
POSITION ANNOUNCEMENT

TITLE: PROPERTY ADMINISTRATIVE SPECIALIST I (2) **DEPT:** BUSINESS OFFICE/PROPERTY

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE: \$10.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Perform annual inventories, as assigned by Property Control Manager (PCM), utilizing scanning technology and reconcile scanner database to Banner fixed assets for each assigned inventory. Daily responsibility for receiving shipments through central receiving. Verify accuracy and condition of contents received, applying all tagging to applicable items. Perform receipt process in Banner. Notify PCM of any discrepancies and submit journal vouchers for all necessary corrections and adjustments. Provide assistance and support to other Property office staff and/or PCM requested. Review incoming purchasing documents for proper accounting and appropriate PO format. Provide administrative assistance including but not limited to preparing correspondence, maintaining files, and ordering office and yard supplies. Maintain established filing system for all restricted fund awards. Provide property reports for each award as requested. Update as necessary the existing Banner database for updated title information once the disposition has been received from the Sponsor. Create shipping manifest for property that will be picked up by the auctioneer for sale. Assemble a final auction report with sale information for all PCN property. Submit journal voucher to PCM for the appropriate distribution of auction proceeds. Responsible for updating the property database as new information becomes available. Maintain established filing system for all vehicles. Prepare forms and correspondence with MVD for processing titles, registration forms, and licenses. Supervise and train student employees and emergency hires. Train new permanent hires in accordance with property processes for their level.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms required. Associates degree desired in accounting or business, or related field. One year government property control experience desired. Knowledge of state and federal acquisition/disposal regulations desired. Strong oral and written communication skills required. Ability to work under time constraints and meet deadlines required. Demonstrated computer experience including spreadsheet, word processing and database applications using word, excel, Adobe and/or access software required. Ability to deal tactfully and effectively with Tech staff, faculty, auditors, outside agencies, etc. in a courteous and professional manner under favorable and unfavorable circumstances required. Demonstrated knowledge and practical use of accounting in addition to the successful completion of 6 credit of principle accounting courses or equivalent years of experiences desired. Banner experience desired. Knowledge of NMT chart of accounts and procurement procedures desired. Certification in Forklift operation desired. NPMA Certification and/or post high school professional coursework desired.