

## COORDINATOR, FIXED ASSET INVENTORIES

### NATURE OF WORK

This is advanced inventory and administrative work for the inventory operation of the Fixed Asset Management Office of Office of Financial Management and Budget.

Work includes assigning and reviewing the work of a Fixed Asset Specialist in the scheduling of asset inventories; asset tagging; the updating of current records; reconciliation of inventories and resolution of missing assets and training of applicable county staff on fixed asset inventory procedures. Work is performed under the general supervision of the Fixed Assets Manager and is reviewed on a periodic basis through conferences and reports.

### EXAMPLES OF WORK

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Coordinates/performs the planning of all asset inventories pertaining to tangible personal property, owned by Palm Beach County.

Coordinates/performs the tagging of County tangible property fixed assets.

Coordinates/performs asset information update of the Inventory System and LGFS fixed asset sub-system's including asset condition, location, custodian and other pertinent data as gathered from physical inventories.

Performs inventory reconciliations of departmental assets; investigate and resolve discrepancies of assigned assets.

Generates inventory reports.

Develops inventory policies and procedures.

Trains county personnel regarding inventory procedures.

Performs related duties as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of fixed assets principles, government regulations and procedures.

Considerable knowledge of accounting and fiscal practices with respect to inventory/asset control and reconciliation.

Ability to prepare formal reports from research, analysis and fiscal records data.

Ability to communicate effectively with co-workers and with county officials.

Ability to utilize a personal computer and applicable inventory software packages.

### MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or equivalent recognized certification and two (2) years of experience in tangible fixed assets inventory work including computerized record keeping; or any equivalent combination of related training and experience.

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