

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Fixed Asset Clerk

QUALIFICATIONS:

- High school diploma or General Education Diploma (GED)
- At least two years related experience in accounting
- Prior successful experience in school district accounting strongly preferred
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Business Manager

SUPERVISES: N/A

JOB GOAL: To provide general support to the Finance Department for fixed assets

PERFORMANCE RESPONSIBILITIES:

- Act as Finance Department's primary point of contact for fixed asset inquiries and issues
- Provide tracking of fixed asset and reconciliation monthly
- Ensure the proper use of fixed asset reports
- Coordinate annual fixed asset sale
- Perform an annual fixed asset audit
- Secondary responsibility is to provide back up to Accounts Payable clerk
- Assist office staff with regular duties
- Appropriately maintain and secure records and inquiries
- Professionally represent the District in interactions with parents, community, staff, and students
- Troubleshoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory
- Comply with applicable district, state, local and federal laws, rules and regulations.
Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____

(Supervisor)