



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7103
Pay Grade: E04

FLSA: Exempt
PTS

PROPERTY RECORDS ANALYST
REPORTS TO: Director, Auditing and Property Records
SUPERVISES: Support Staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university in Business Administration or a related field, plus three (3) years of related auditing experience to include one (1) year in a coordinating or supervisory capacity.
PREFERRED: Experience in public school finance and inventory compliance. Demonstrated computer skills with emphasis in Excel, Access, and other district software programs.
MAJOR FUNCTION
Performs professional and supervisory duties which involve responsibility for the development of inventory procedures for tangible fixed assets and the execution of these procedures by the property records staff to fulfill State statutes and Board policy. Work is performed independently and is reviewed through conferences and results obtained.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Supervises, trains and evaluates staff in conducting yearly inventories of all schools and departments and in maintaining a centralized fixed assets database. • Prepares Board agenda items for property records including second year missing, and lost and damaged property. • Initiates processes and standards for conducting inventories, as well as schedules and coordinates tangible fixed asset inventories of all cost centers in the district in compliance with Statutes and Board Policy. • Reviews, approves, and issues all Fixed Asset Inventory Reports to administrators, directors, and department heads. • Applies knowledge of State Statutes, Florida Administrative Code, and Board Policy to interpret, translate, and report collective data of inventory standings and deficiencies to the Board. • Initiates processes and standards for conducting inventories, and reporting of inventory audits for stock items including those for Maintenance, Vehicle Maintenance, and Warehouse. • Initiates processes and standards for conducting inventories, as well as schedules and coordinates inventory audits of Uncapitalized Technology items valued between \$300.00 and \$999.99. • Responsible for retiring surplus property disposals. • Assists and provides necessary documentation or reports pertaining to inventory records during an Auditor General audit and/or private accounting firm audit. • Responsible for reviewing biweekly payroll. • Responsible for reviewing and approving in-county travel in alignment with employee inventory schedules. • Responsible for testing, writing, and issuing reports with findings of Full Inventory Audits as detailed in District Bylaws and Policies evaluating inventory internal controls, processes, accountability, as well as the maintenance and validity of perpetual inventory records. • Generates audit process and inventory schedule for all tagged technology items valued at \$299.99 and less. • Evaluates management's performance in establishing and maintaining internal controls over the Maintenance, Vehicle Maintenance, and Warehouse inventory process. Ascertain if those internal controls are designed properly and operating effectively by performing tests of those controls through a detailed audit. Report the results of evaluations and testing to applicable management in a formal written report. • Provides instruction at secretary/bookkeeper training classes. • Provides monthly instruction and certifications to district personnel with authorizations to initiate, receive, or approve asset transfers. • Conducts annual professional development classes with respect to Uncapitalized Tangible Inventory that include processes and reporting to the District. • Actively participates in Lost Property and Equipment Committee as well as Surplus Property Committee.

PROPERTY RECORDS ANALYST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Prepares monthly financial reports for Accounting Department; prepares depreciation schedules for Accounting for specific equipment to assist with Annual Financial Reporting.• Annually reviews Charter School Inventory Reports for compliance with data element requirements and reasonableness of amounts reported. Convey results of analysis to the Charter School Office.• Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 7/86 REW, BOARD APPROVED: 7/23/86; TITLE AND BODY REVISED: 10/89 MW, BOARD APPROVED: 10/11/89; REVISED: 2/97 PBL, BOARD APPROVED: 8/26/97; REVISED: FORMAT, PG, TITLE, RT, MQ, ER 08/04/17 CH, BOARD APPROVED: 10/10/17

PROPERTY RECORDS ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Property Records Analyst – PTS