**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Internal Compliance Inventory Specialist</th>
<th>JOB CODE: 467A</th>
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<tbody>
<tr>
<td>DIVISION:</td>
<td>Financial Services</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Local School Accounting and Internal</td>
<td>WORK DAYS: 238</td>
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<td></td>
<td>Compliance</td>
<td></td>
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<td>REPORTS TO:</td>
<td>Supervisor, Property Control</td>
<td>PAY GRADE: Clerical Rank V (NC05)</td>
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<td>FLSA:</td>
<td>Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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**PRIMARY FUNCTION:** Performs property and equipment inventories, equipment tagging, Munis Capital Assets module input, and maintenance of School District property records for all locations. Provides backup support to Customer Service Specialist. Performs safe access audits at each school.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: Valid Georgia Driver’s License
3. Experience: One year of property or equipment inventory experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift equipment weighing up to 75 pounds
5. Knowledge, Skills, & Abilities: Written and oral communication; ability to work independently, computer skills (Excel, Word), knowledge of inventory methods

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Performs detailed inventories of District property and equipment in schools and central office locations; works closely with school and department staff to ensure efficient inventory.
3. Prepares files and maintains documentation of each location’s inventory performed.
4. Follows up on equipment shortages with school and department staff to resolve differences.
5. Prepares and updates inventory shortage lists in Excel.
6. Performs volume data entry into the Munis Capital Assets module; assists with analyzing invoice data entry in the Munis Capital Assets module, as well as, manual additions in Munis Capital Assets module.
7. Confirms equipment sent to the warehouse to be salvaged, surplus, or sold.
8. Tags equipment at locations throughout the District.
9. Assists with filing Property Control documents, including but not limited to, purchase orders, vendor invoices, donations, and other information.
10. Provides support to District staff by following procedures established within Local School Accounting and Internal Compliance.
11. Performs updates to the inventory Munis Capital Assets module which include transfers and status changes.
12. Performs safe access audits at each school on all compartments of the primary school safe while in the field performing school inventories and when requested by Director of Local School Accounting and Internal Compliance.
13. Provides backup support to Customer Service Specialist as 440 Glover Street Building point-of-contact offering exceptional customer service each morning as well as when requested.
15. Maintains a high level of confidentiality regarding all Local School Accounting and Internal Compliance matters.
16. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________