PURPOSE OF THE CLASSIFICATION: Under general supervision, maintains the City's capital assets system, ensures that capital asset processes stay in compliance with policies and procedures; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Researches and reviews data for all capital/non-capital assets ensuring data integrity and proper classification of financial information
- Prepares and maintains capital asset schedules in support of the annual audit including reconciliation, depreciation calculations, and financial statement support
- Coordinates with internal customers to compile and verify capital asset data in a timely manner
- Identifies and communicates potential assets to place in service and to dispose
- Creates and maintains asset databases
- Participates in the annual audit and accounting activities ensuring accurate and timely completion of capital asset tasks
- Works with team to develop and streamline procedures for asset management enhancing accuracy and reducing manual processes
- Ensures asset processes are in compliance with City policy and procedures
- Trains department personnel and team members on capital asset practices, policies and procedures
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following minimum criteria:

    (a) Graduation from an accredited college or university with a bachelor's degree in business, finance, information systems, or a closely related field; **and,**
    (b) Two (2) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
- Considerable knowledge of asset inventory management principles and practices
- Considerable knowledge of laws, ordinances and regulations governing City asset inventory

- Considerable knowledge of business software and Enterprise Resource Planning (ERP) systems
- Good knowledge of modern office methods and procedures

Ability to:
- Operate computers and other office equipment
- Train department personnel in asset inventory
- Prepare and maintain various reports and records
- Understand and follow brief verbal and written instructions
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:
- Operation of a computer and use of database applications

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: N-06
Group: Fiscal
Series: Account Clerical