



DATE ISSUED: 12/14
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Property Control

JOB SUMMARY

Performs responsible administrative support for the Assistant Director of Resource Planning & Assets to include assisting with campus inventories with related reports and documentation; reconciliation of state property and accounting records in Oracle to meet SPA requirements; and management of receivables, inventory and surplus. Work is performed under the supervision of the Assistant Director of Resource Planning and Assets and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Resource Planning and Assets

Supervises: Warehouse personnel as assigned, Student Assistants and Temporary Workers

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists with the physical inventory of property; verifies and reconciles findings.
- Serves as leader with respect to database management relating to property control.
- Assists with coordination of surplus sales and documentation.
- Maintains accurate inventory data records and files with descriptions and locations.

ADDITIONAL DUTIES

- Supervises Warehouse Personnel in the absence of Assistant Director, Resource, Planning and Assets.
- Performs other duties as requested.

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EDUCATION

High school diploma or equivalent required. Some college work preferred. Job related vocational training or other education may be substituted on a year-to-year basis for the required experience.

EXPERIENCE

Three years of skilled/professional data management and/or bookkeeping experience. Experience with Oracle Fixed Assets and Purchasing modules, inventory, and TMA preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of modern data management practices, methods and resources.
- Knowledge to work closely with other accounting staff to create reports and fixed asset depreciation schedules for the organization as well as auditors to verify accuracy of work.
- Ability to create and update spreadsheets and databases with information on fixed assets.
- Ability to analyze data and create special reports, trend analysis, or other reporting.
- Ability to organize and maintain accurate records and files in various formats.
- Ability to complete documentation like journal entries, month end analysis, and quarterly and capital reports.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on organizational policies and procedures.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

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PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. May be required to lift or move 30 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and/or warehouse setting.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.