Georgia State University

Job Specification

Job Title: Assistant Manager, Asset Accounting

BCAT Code: 09GD05
Band/Zone: G17
FLSA Status: Exempt
Effective Date: April 1, 2014
Revision Date: November 1, 2014

General Description
Maintains the Asset Management (AM) system and general ledger activities, including the University copier leases, operating and capital. Prepares, analyzes, and reconciles accounting data and transactions. Monitors and maintains property inventory records, and coordinates and supervises annual physical inventories of property.

Examples of Duties
- Analyzes data inputs to the system; verifies information accuracy; maintains existing data; balances capital assets to the general ledger; reconciles records with physical counts.
- Manages the accounting life-cycle of University assets, such as acquisition, depreciation, movement, and retirement in the AM system.
- Determines, trouble-shoots, and prepares documentation for system processing errors.
- Responds to internal and external audit requests.
- Prepares and generates ad hoc Structured Query Language (SQL) queries.
- Generates and performs monthly depreciation expense calculations analysis.
- Reviews and updates the detailed schedule of capital assets and accumulated depreciation.
- Records in-kind gifts and property/equipment donations from University foundation(s).
- Verifies and records all equipment lease information and research discrepancies for University capital and operating copier leases.
- Assists the Manager in monitoring the compilation of project costs into capital asset accounts.
- Monitors and maintains property inventory records, such as make, model, serial number; checks decals on equipment; reports loss, damage, or destruction of property to the appropriate officials.
- Ensures the proper componentizations and useful life of capital equipment.
- Processes equipment status changes, such as equipment transfers, surplus property forms, etc.
- Recommends updates to accounting policies related to capital assets; provides input for policies and procedures implementation related to property control, acquisition and/or asset management.

Knowledge, Skills, and Abilities
- Knowledge of state and University rules and regulations concerning asset management.
- Knowledge of AM systems.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to analyze and interpret data.
- Ability to use independent judgment.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section