

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: PROPERTY CONTROLLER
CALENDAR: [PROPERTY CONTROLLER](#)
SALARY: [GRADE 12](#)

Job Goal:

Provide support to the Finance operations with specific responsibilities of directing the day-to-day operations of Property Control, conducting physical inventories for the purpose of verifying equipment quantities and locations and identifying losses.

Minimum Qualifications

- High School Diploma or equivalent
- One or more years' experience in an office environment, preferably in an accounting setting
- OR any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved
- Knowledge of school funding codes and district accounting procedures and financial reports preferred
- Knowledge of inventory methods and procedures
- Ability to work with standard software products and operate standard business machines
- Satisfactory criminal background check
- Manual dexterity to operate business related equipment
- Must be able to obtain and maintain an Arizona driver's license
- Must be required to work outside normal business hours
- May be required to work outside normal working hours
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions

- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures.
- Conducts physical inventories for the purpose of verifying equipment stock and identifying losses.
- Evaluates equipment for the purpose of determining condition and identifying demolition/auction/dump action to be taken.
- Maintains accounting files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors the sale of obsolete equipment and supplies for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Processes purchasing-related information (e.g. tabulations, requisitions, electronic procurement, product specifications, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides leadership and technical assistance to subordinates and other district personnel for the purpose of providing support, identifying appropriate action and/or complying with established financial procedures.
- Reconciles a wide variety of data (e.g. property inventory, etc.) for the purpose of maintaining accurate account balances/data and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. property control, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Knowledge of applicable Federal, state, county and city statutes, rules, policies and procedures
- Knowledge of applicable Chandler Unified School District department policies and procedures
- Knowledge of reconciling functions
- Proficient in Excel spreadsheets
- Experience with fixed asset databases preferred
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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