



Job Title: Accounting Asset Analyst
Department: Accounting
Reports To: Manager of Fixed Assets and Financial Reporting
Grade: Hourly 12 (\$16.03 - \$20.83)
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: July 26, 2023
Overtime Status: Non-Exempt / Hourly
Oklahoma Teacher's Retirement: Optional Participation

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have ambitious standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot from one another because ambitious standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: This role is responsible for identifying and recording the cost of all newly acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets. Preparing and examining various reports for all tracked assets and reviewing data for accuracy. Responsible for reconciling the asset tracking system and the district financial system data to ensure consistency in capital asset recognition and reporting.

Minimum Qualifications:**Education:**

- High School degree
- Associate degree in accounting or some college preferred

Experience:

- Two (2) years working experience with data analysis and reporting
- Prior experience with fixed asset accounting and systems preferred
- Intermediate to advanced knowledge of Excel and Microsoft Word preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Facilitates mandatory district Site Asset Manager annual meetings
- Tracks and accounts for donated assets
- Reviews and approves surplus work order requests from Site Asset Managers at each site or department
- Monitors the completion of transfer requests initiated by all sites and creates transfers for approved surplus
- Manages the Fixed Asset mailbox to identify, organize and distribute surplus requests, inventory scheduling, report requests, resource requests, etc.
- Maintains and documents the details of any asset disposition
- Reconciles and validates inventory scans and mileage audit
- Reviews asset tracking system reports, as needed, to ensure that all newly purchased assets have been properly recorded
- Acts as site liaison for scans from the internal inventory team or physical inventories performed by the accounting office
- Trains new Site Asset Managers and Fixed Asset Technicians
- Completes annual data cleanup each summer
- Performs periodic reconciliation of capital assets to the asset tracking system
- Monitors established plans and procedures to assure that all equipment is safeguarded from loss due to fire, theft, or misplacement
- Backs up the Fixed Asset Technicians for scheduled inventory scans
- Performs other duties, tasks, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to effectively communicate both verbally and in writing
- Meticulous attention to detail and the ability to prioritize multiple projects at once
- Excellent analytical, critical thinking and problem-solving skills
- Must be a motivated self-starter
- Strong interpersonal skills
- Open to change and applies critical thinking while developing solutions based on new guidelines, methods, and technologies

- Ability to oscillate between independent and collaborative work with ease

Customer Contacts:

- **Internal:** TPS District Employees
- **External:** Partnered vendors

Supervisory Responsibility:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Physical requirements consistent with an office setting
- Occasional travel between district sites to perform fixed asset audits which may include standing and walking for long periods, reaching, kneeling, and bending, and lifting up to 50 pounds daily

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law. Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities.

If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.