**MINIMUM QUALIFICATIONS**

Associate’s degree andThree (3) years of work-related experience. Note: Experience may substitute for the degree on a year-for-year basis. A working knowledge of the Asset module of the Peoplesoft/Teamworks Financials application. Knowledge and thorough understanding of the State of Georgia and federal asset/inventory management policies and procedures. Knowledge and thorough understanding of the State of Georgia and federal surplus property policies and procedures.

**JOB SUMMARY**

The Property Accountant Specialist is responsible for performing and ensuring accountability of receiving of property in storage and completing applicable paperwork.

**RESPONSIBILITIES**

* Accurately verifies receipt of property (purchases, transfers, donations) and ensures state identification numbers/decals are applied to property;
* Supervises the property record management system according to established guidelines;
* Maintains a file of vehicle titles and other documentation
* Maintains package log according to established guidelines;
* Assists in inventory of property;
* Ensures property is transferred or disposed properly;
* Obtains the proper signatures when assets are transferred or disposed;
* Maintains a clean and organized warehouse;
* Ensures safety and security requirements are met in the storage areas; and
* Other duties as assigned.

**COMPETENCIES**

Skill in organizational management. Skill in the operation of computers and other job-related software programs

Skill in interpersonal relations and in dealing with the public. Oral and written communication skills

**SALARY/BENEFITS**

This is a full-time position. Salary is commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave and State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

Applicantsscheduled for interviews will be notified of the status of the position.

The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

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**SPECIAL NOTES:**