

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Asset Management**

Job Code: **3632**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Degree in business-related field or equivalent education and experience	Bachelor's degree in Accounting or other business-related field
Experience	Five years of Asset Management experience	State of Texas higher education institution experience
License/Certification		PeopleSoft software environment

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Maintaining and monitoring applicable accounting records for capital and controlled property including the initial recording of capital and controlled property acquisitions by asset category, yearly depreciation expense and accumulated depreciation for capital assets by asset category, and dispositions for capital and controlled assets by asset category including the preparation of all applicable journal entries related to asset management. Handles and performs annual inventory of capital and controlled assets for the university. Represents the university on all applicable State and university system asset management committees. Analyzes the university's property loss trends and calculates applicable loss ratios as required by the State for both high-risk and non-high-risk assets.

Duties and responsibilities	% Time
Maintaining and monitoring applicable accounting records for capital and controlled assets including the initial recording of capital and controlled asset acquisitions by asset category, yearly depreciation expense and accumulated depreciation for capital assets by asset category, and dispositions for capital and controlled assets by asset category including the preparation of all applicable journal entries related to asset management.	80
Handles and performs annual inventory of capital and controlled assets for the university.	15
Represents the university on all applicable state and university system asset management committees. Analyzes the university's property loss trends and calculates applicable loss ratios as required by the State for both high-risk and non-high risk assets.	5

This position description describes the general qualifications, duties and responsibilities of work being performed.