

JOB INFORMATION

Effective Date	10/18/2021
Job Code:	3632
Job Title:	Coordinator, Asset Management
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	The Asset Management Coordinator maintains and monitors applicable accounting records for capital and controlled assets and capital projects including analyzing and recording asset acquisitions and asset disposals by asset category. Additional duties include maintaining and updating PeopleSoft Asset Management System with all assets and pertinent information on a daily basis. This position also analyzes records and reconciles general ledger transactions for controlled and capital assets to PeopleSoft Asset Management System and State Property Accounting System. Other duties include preparing and coordinating Annual Physical Inventory of the University and performing capital asset year-end functions related to Annual Financial Reporting. This person represents the University on all applicable State and University System Asset Management committees.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in business-related field or equivalent combination of education and experience	Required	
Bachelor's Degree	in Business, Finance, Accounting or related field	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of Asset Management experience	Required	
Less than 3 yrs	Experience at a State of Texas Higher Education Institution	Preferred	
Less than 3 yrs	Experience w/ PeopleSoft Finance and Asset Management Module	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certified Professional Property Specialist (CPPS)		Preferred	or
	Certified Professional Property Administrator (CPPA)		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Minimum of two years MS Excel and MS Word experience	
• Proficient in Adobe Acrobat and MS PowerPoint	

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Maintain and monitor applicable accounting records for capital and controlled assets and capital projects including analyzing and recording asset acquisitions on a daily basis. Review purchase orders for correct account coding for capital expense or operating expense. Facilitate and oversee the physical barcode tagging of property when equipment is received. Print, issue and affix barcode tags for new acquisitions. Update existing inventory records for off-campus equipment use and/or building location changes.	20%
• Review, analyze, record and reconcile PeopleSoft Asset Management System to General Ledger and State Property Accounting System. Investigate any out of balances and update property records or submit journal entries as required.	15%
• Responsible for coordinating and accounting for asset disposals including surplus, cannibalized, obsolete, traded-in, inter-agency transfers on an ongoing basis. Update status of assets on an ongoing basis. Coordinate surplus data-processing shipments to other State Agency (TDCJ) including palletizing, shrink-wrapping, and preparing bill-of-lading documentation for shipments. Coordinate periodic surplus equipment donations to other State Agencies, e.g. Independent School Districts. Deposit checks received from equipment sales at public State auctions.	15%
• Prepare Annual Inventory packages and coordinate the performance of Annual Physical Inventory of the Institution, including scheduling the inventory dates, reviewing and issuing update inventory instructions, training University personnel, compiling property lists for each department, overseeing the physical inventory process through completion, including reconciling any difference and submitting certification to the State. Investigate and follow-up on any audit findings.	25%
• Prepare all fiscal year-end accounting documentation, journal entries, reports and certifications to the State. This involves reviewing construction-in-progress activity, capitalizing completed projects, balancing capital expenditures by fund, journaling capital expenditures and depreciation to appropriate cost centers and submitting final investment report with Certification to the State, in accordance with Annual Financial Reporting due-dates and deadlines.	15%
• Keep abreast of State Property policies and procedures. Implement changes affecting the University and communicate changes to appropriate University personnel. Update policies and procedures, University web site and any related property-management forms. Represent the University on all applicable State and University System Asset Management committees.	5%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
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Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description

