

Supervisor – Property Accounting  
School Board of Brevard County

Salary \$50,655.00 - \$75,264.00

**Job Goal**

Plan, direct and supervise accounting work managing the Property Accounting of the School Board to ensure compliance with established laws and with accepted accounting and financial procedures and policies. Perform and support professional accounting work in the Finance operations of the School Board.

**Performance Responsibilities: Essential Functions**

Trains, supervises and coordinates the activities of Property Accounting to ensure compliance with state laws and regulations and local policies and procedures. Works with management to establish plans to carry out the responsibilities of Property Accounting. Monitors and supervises the process of capital asset acquisitions, transfers and dispositions. Assists in developing and implementing policies and procedures concerning the District's property and equipment accounting, auditing and inventory control systems. Supervise personnel assigned to perform annual inventories of all tangible personal property owned by the School District and communicates with the custodian and the supervisor regarding all discrepancies. Maintains the schedule of inventory progress and prepares reports regarding inventory status for management and School Board presentation. Reviews each school's discrepancy list and makes final determination for removal of items from inventory. Develops and analyzes spreadsheets in the performance of job duties. Supervises the monthly and quarterly reconciliation of the tangible property, reviews the necessary adjustments to balance the Property and Financial records and works with staff to resolve differences. Oversees the removal of items documented as scrap, sold, donated, or cannibalized from inventory and prepares the Board agenda item for approval of the property disposals. Reviews transactions for proper classification and advises of needed budget changes. Works with Facilities to ensure recording of Capital Assets. Reconciles and posts monthly depreciation and prepares journal vouchers. Assist in year-end calculations and reporting of all capital assets of the District. Assists in preparation of Annual Financial Report and Comprehensive Annual Financial Report. Supervises account adjustments for updating the accounting records. Develop and request needed enhancements to the computerized property records management system. Coordinates user access to the system. Assists management and reviews in preparing entries necessary to post accounting transactions and adjust or close the records at year's end. Assists management with annual Budget publication.

**Qualifications**

1. Education: BA/BS from an accredited university/program, Accounting or related programs
2. Certifications: none required
3. Five (5) years of relevant work experience, with at least two (2) years supervisory level experience
4. Government Property Records experience preferred

ALL applicants MUST apply in Beacon and MUST send cover letter and resume to:

Jo Ann Clark, Director

Accounting Services

School Board of Brevard County

2700 Judge Fran Jamieson Way

Viera, Florida 32940

or via fax to: (321) 633-3534

or via email to: [brooks.kara@brevardschools.org](mailto:brooks.kara@brevardschools.org)