

Job Title:	Accounting Technician Fixed Assets and Procurement		
Reports to:	Director of Finance	Department:	Administration
FLSA Status:	Non-Exempt	Position Classification:	Part-time
Supervises:	None	Date of Last Revision:	

JOB SUMMARY:

Accounting and Compliance (90%): Performs complex skilled accounting functions involving fixed assets. Ensures compliance with Federal and State procurement guidelines for all purchases of goods and services. Serves as a backup for other accounting functions within the organization to include bank reconciliations, accounts payable, accounts receivable and payroll.

Office Duties (10%): Provides assistance with general office administrative functions when needed.

Fixed Assets:

Basic Function: The fixed asset accountant position is accountable for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets.

Principal Accountabilities:

1. Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets.
2. Recommend to management any updates to accounting policies related to fixed assets.
3. Assign tag numbers to fixed assets.
4. Record fixed asset acquisitions and dispositions in the accounting system.
5. Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
6. Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
7. Calculate depreciation for all fixed assets.
8. Review and update the detailed schedule of fixed assets and accumulated depreciation.
9. Calculate asset retirement obligations for those fixed assets to which AROs are applicable.
10. Investigate the potential obsolescence of fixed assets.
11. Conduct periodic impairment reviews for intangible assets.
12. Conduct periodic physical inventory counts of fixed assets.
13. Recommend to management whether fixed assets should be disposed of.
14. Conduct analyses related to fixed assets as requested by management.
15. Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.

16. Coordinate with Albemarle County any Airport leasehold agreements as related to property taxes.
17. Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.

Procurement Specialist

Basic Function: The procurement position is responsible for ensuring compliance with Federal and State procurement guidelines for all purchases of goods and services.

Principal Accountabilities:

1. Work involves detailed duties in the requisitioning and purchase of supplies and equipment. Work is performed under the general supervision of the Director of Finance and requires the use of independent judgment and initiative in the preparation and review of specifications, the receipt of bids or quotations, and the checking of bills and invoices against specifications.
2. Prepares and/or coordinates with all departments bid specifications and other necessary documents related to the purchase of supplies, materials and equipment (i.e, RFP's, ITB's, RFQ's etc.).
3. Prepares State requisition or locates source of supply, and places orders with appropriate bidder(s).
4. Compares costs and evaluates the quality and suitability of supplies, materials and equipment.
5. Interviews and corresponds with vendors; keeps informed of new products and market conditions and trends.
6. Requests single and sole source justification and maintains files to support single and sole source supplier choice when applicable
7. Corresponds with State entities to ensure needs are handled expeditiously.
8. Corresponds with the Airport attorney to address any contractual issues.
9. Maintains records on purchase price information on both open market and contract purchases and revises these as conditions changes; obtains quotations on open market purchases.
10. Analyzes purchasing trends to determine if an agency contract or statewide contract would benefit the company.
11. Performs related work as required.

General Accounting/Administrative Functions

The part-time accounting technician performs functions related to bank reconciliations, accounts receivable, accounts payable, parking cash reconciliations and payroll. In the absence of the full-time technician, the part-time technician will assist in performing backup duties under the supervision of the Director of Finance.

This position will also assist with general office administrative functions as needed such as receiving visitors and packages, answering phones, and assisting the public, tenants and airport employees.

Physical Demands:

1. Sitting for long periods of time during normal work day.
2. Keys data, uses telephone and other communication systems.

3. Bending and stooping, lifting office file boxes (10-20 lbs.)
4. Climbing up and down stairs.

Work Environment/Conditions:

The Incumbent routinely completes work assignments in an office environment with no direct hazards.

Job Qualifications:

1. Must successfully complete all required Fingerprint-based Criminal History Records Checks and employment background checks. Must be able to pass a drug test.
2. Associates Degree preferred. A combination of relevant education and experience in lieu of the education requirement will be considered.
3. Prior experience with Great Plains or similar accounting software preferred. Experience working for a public agency a plus.
4. Prior experience with Sage Fixed Asset software preferred.
5. Advanced proficiency and knowledge of Microsoft Office Suite.
6. Ability to use discretion and judgment in the possession of confidential information.
7. Must possess valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.