

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1756

TITLE: PROPERTY AUDITOR

GRADE: S-16

DEFINITION:

Under general supervision, establishes and maintains central inventories of fixed asset equipment following procedures for fixed asset property accounting; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Audits fixed asset inventories conducted by school or agency personnel;
Maintains central inventory records, and entering newly acquired assets into the County's automated financial systems;
Assists in establishment and maintenance of a County-wide property accountability and control program;
Identifies and resolves causes of equipment losses;
Develops reports on discrepancies found in audit;
Develops reports, communicates with agency and follows up on emergency needs due to losses;
Meets with agency representatives and gives information on fixed asset inventories.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods, principles and procedures of fixed asset accounting;
Knowledge of automated financial or property control systems;
Knowledge of inventory/audit procedures;
Knowledge of property control methods;
Ability to maintain records and write reports;
Ability to analyze fixed asset accounting data;
Ability to maintain effective relationships with agency representatives.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Four years experience in inventory or property control. A four-year degree in accounting business administration or related field may be substituted for the experience requirement.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: March 2, 1993