**Job Title:** Property Accountant Specialist  
**Job Code:** 31119

## JOB SUMMARY

The Property Accountant Specialist is responsible for performing and ensuring accountability of receiving of property in storage and completing applicable paperwork.

## MAJOR DUTIES

- Accurately verifies receipt of property and ensures state identification numbers/decals are applied to property;
- Supervises the property record management system according to established guidelines;
- Maintains package log according to established guidelines;
- Assists in the inventory of property;
- Ensures property is transferred or disposed properly;
- Obtains the proper signatures when assets are transferred or disposed;
- Maintains a clean and organized warehouse;
- Ensures safety and security requirements are met in the storage areas.

## COMPETENCIES

- Skill in the use of forklift and golf cart equipment
- Skill in the operation of computers and other job related software programs
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Knowledge of state inventory control

## MINIMUM QUALIFICATIONS

- Associate’s degree *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

## PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.