



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Fixed Asset Accountant

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Reports to:	Assistant Director of Accounting Services & Program Reporting
School/Department:	Accounting and Financial Reporting
Pay Grade: Adm.	Administrative Management/AM3
Wage/hour status:	Exempt
Work Days:	226
Last revised:	June 2026

Primary Purpose:

Ensure proper recording and accountability and disseminate policies and procedures to verify appropriate safekeeping and custody of the District's fixed assets. Develop and maintain an accurate and timely inventory system for District fixed assets that will comply with all provisions of the TEA Financial Accountability System Resource Guide 1.2.4 Capital Assets and Contractual Agreements, federal laws regarding fixed asset procurement and disposal, GASB Statement #34, and District policy for fixed assets.

Qualifications:

Education/Certification:

- Bachelor's degree in Accounting, or closely related, from an accredited college or university recognized by the US Department of Education

Special Knowledge/Skills:

- Advanced knowledge of fixed asset or accounting terms, methods, and procedures and depreciation methods
- Advanced knowledge of educational or governmental bookkeeping and asset management practices and procedures
- Skill in interpreting the application of law and regulations pertaining to acquisition, transfer, and disposal of fixed assets acquired with local, State, Federal funds for a large organization
- Skill in interpreting the application of law and regulations pertaining to the financial records maintained
- Knowledge of GASB Pronouncement #34 as it relates to assets and depreciation
- Skill in analyzing financial activities and applying appropriate resolution to problem situations
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web-based data management systems (Frontline Asset Management preferred)
- Skill in mathematical calculations and data entry
- Skill in detailed numeric/clerical work and processing high volume transactions
- Ability to oversee large production accounting, work assignments, and training staff
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner always and work in a team environment
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials and employees, co-workers, vendors, and outside organizations

Experience:

- Two years in fixed asset inventory management experience in a lead role required with a large organization preferred
- School district or closely related industry preferred



Major Responsibilities and Duties:

Fixed Asset Accounting

1. Oversee the District's fixed assets accounting system, including recording transactions related to asset acquisition, transfers, disposal, and vandalism; verifying information accuracy; maintaining existing data; and balancing fixed assets to the general ledger.
2. Implement standardized district-wide operational forms and processing guidelines for maintaining campus/departmental historical data and processing fixed assets transactions once approved by the Assistant Director of Accounting Services & Program Reporting.
3. Utilize bar coding technologies and develop, maintain, and administer an annual physical inventory reporting process for District fixed assets.
4. Perform random physical inventories of District fixed assets at all District locations.
5. Prepare and update the District fixed assets policy and procedures manual as required to facilitate the maintenance of a site-by-site inventory and distribution management system.
6. Provide communications to administrators and train and evaluate designated fixed asset personnel at all District locations.
7. Coordinate with all campuses and departments, particularly the Purchasing and Technology Departments and Warehouse, to ensure timely receipt, identification, and recording of fixed assets, including donations and retirements.
8. Responsible for tagging all of the District's fixed assets with the District's standard pre-numbered asset tag stickers on a timely basis.
9. Analyze monthly additions, deletions, and transfers of fixed assets for appropriateness and verify that all transactions have been recorded correctly in the financial accounting system. Reclassify items coded incorrectly.
10. Work closely with the District Bond Accountant and Construction Project Managers to ensure that all completed bond construction projects are closed and recorded in the fixed asset records.
11. Provide back up to the District Bond Accountant on the following duties:
 - Review all invoices to be paid with bond funds.
 - Set up wires, as necessary, for construction payments.
12. Provide back up for posting batches and cash receipts.
13. Review and approve all requisitions coded to asset expenditure accounts.
14. Reconcile the records per the financial accounting system to the fixed assets system. Make appropriate corrections.
15. Provide detail of fixed asset acquisitions and completed construction to District Risk Management Coordinator to support the District's risk management program.
16. Prepare year end fixed asset schedules for the Annual Comprehensive Financial Report.
17. Assist with preparing statistical schedules for the Annual Comprehensive Financial Report.
18. Assist the District's independent auditors in the annual financial audit of fixed assets.
19. Prepare and assist with monthly journal entries, as needed, for the Assistant Director of Accounting Services & Program Reporting.
20. Monitor general ledger accounts by reviewing, reconciling, preparing correcting entries as needed.
21. Assist the Business Systems Analyst with the integration of interfaces with the District's financial system as it relates to the general ledger account structure.
22. Work with Business Systems Analyst to test and approve any enhancements or patches to the District's financial system as it relates to the fixed asset modules.
23. Work with the Business Systems Analyst to recommend enhancements for the District's financial system that would lead to more efficient and effective processes.
24. Support the District and Accounting and Financial Reporting department through a strong work ethic and punctual attendance.



Policies, Reports, and Law

1. Compile, maintain, and file all reports, records and other documents required.
2. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, vendors, and outside agencies and organizations.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Financial Services Division.
2. Support the District and Financial Services Department through strong work ethic and punctual attendance.
3. Attend professional growth activities to maintain awareness of current research and related issues, including technology integration, and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Attend meetings as required.
6. Maintain an organized work environment.
7. Maintain a professional appearance.
8. Adaptable to new procedures and changes.
9. Perform other duties as assigned.

WORKING CONDITIONS:

Work is performed in a climate-controlled office environment not readily accessible to the general public. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial and fast-paced atmosphere.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress
Occasional prolonged and irregular work hours
Occasional travel outside of school district boundaries
Workload is deadline drive and must be able to meet ongoing deadlines
Prolonged use of equipment and computer with repetitive hand motions
Frequent contact with community and/or other district/campus employees
Requires performing tasks including standing, walking, bending, stooping, and sitting
Work location assigned requires physical presence in office
Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____