



# CLARK ATLANTA UNIVERSITY

## Job Description

<b>Position Title:</b>	Asset Control & Receiving Clerk
<b>Department:</b>	Finance
<b>Reports To:</b>	Director of Accounting/Purchasing Manager

*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **General Function (Description):**

Asset Control and Receiving Clerk will work with the fixed asset senior accountant to manage assets inventory and disposal in compliance with the university Equipment Property Management policy and procedures in a timely manner related to the month-end and year-end close processes. Will also work with the Central Receiving department to maintain efficient unloading, storing and delivering of received items/products, processing all related documentation in a timely manner and ensuring all safety requirements and procedures are met.

### **Duties and Responsibilities:**

#### **Asset Control:-**

- Cataloging and coordinating the disposal of all fixed assets equipment and ensuring the requestor submits a completed Equipment Disposal form.
- Coordinate the transfer of property per the university equipment policy.
- Manage the tagging all fixed assets with a unique fixed assets number in coordination with the fixed asset senior accountant.
- Conduct periodic physical inventory counts for university held fixed assets as part of the year-end close processing.
- Maintain accurate equipment register for all university fixed assets and complete reconciliation to general ledger and Title III records.
- Communicate with senior accountant and Director consistently on progress and challenges encountered to complete responsibilities

#### **Receiving Clerk:-**

- Receiving and signing for deliveries and maintaining a clean workspace
- Organizing and storing received items in appropriate areas to ensure quality and security is maintained.
- Review shipping documents/packing lists to ensure the items received correspond to purchase orders
- Ensure items are received in good-order and document any damaged goods to be addressed with the vendor and university requestor
- Collaborate with university constituents to process returns for incorrect or unsatisfactory items/products
- Manage the collection and retention of shipping receipts and updating system with items and quantity received
- Communicate with Purchasing Manager regarding tasks, delays or problems encountered in receiving

**Knowledge, Skills and abilities:**

- Strong verbal and written communication skills.
- Great attention to detail and organization skills.
- Ability to multi-task, work under pressure and meet deadlines required.
- Understanding of policies and procedures
- Ability to develop, implement and review records for completeness and accuracy
- Ability to oversee an inventory verification process
- Excellent time management.
- Ability to problem-solve and build alliances and partnerships with other business partners.
- Ability to work independently, with minimal supervision
- Strong mathematical skills

**Minimum Hiring Standards:**

<b>Education</b>	High school degree
<b>Years of Experience Required</b>	One year+ of inventory or receiving experience preferred. Excellent time management skills

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*