

Sample Capital Asset Manager Job Description

Sample County, TN County Capital Asset Manager Job Description and Duties

- Maintain inventory listings of all county-owned assets that exceed capitalization thresholds assets. Copies of documentation for each capitalized asset will be maintained in a separate file as long as each individual asset is actively on the books.
- Tag all assets over capitalization thresholds and input all relative information to the computer system.
- Remove capital asset tags and retirement of assets from computer records upon proper notification of asset disposal by appropriate departments.
- Verify annual inventory of all departments to determine that assets are being properly accounted for.
- Randomly audit annual department inventory listings to insure that departments are complying with adopted capital asset policies.
- Report to county mayor all instances of noncompliance with capital asset policies and procedures.
- Generate all reports needed to prepare external financial statements
- Work with management and external auditors on all issues concerning capital asset reporting in order to comply with GASB Statement 34.
- Other duties as determined by county mayor.