

Benton County School District



Job Description:	Human Resource Assistant/Fixed Asset Manager	FLSA Status:	Non-Exempt
Department:	Business Office	Code:	
Location:	Central Office	Reports to: Director of Finance	
Position Type:	Full Time	Version:	

Description of Position: Performs a variety of professional work in the business office related to assisting human resources (HR) and the Director of Finance in the area of fixed assets and other assigned duties.

Essential Duties and Responsibilities

- Assisting HR with the process of recruitment, including vetting candidates, and assisting with the contract process
- Supporting internal and external inquiries and requests related to the HR department
- Compiling and maintaining paper, digital, and electronic employee records
- Assisting with the documentation of employee compensation and benefits
- Assisting with the entering of employee data into computer database
- Assist with coordinating logistics for new hire orientations
- Assist with writing and submitting reports on general HR activities
- Ability and willingness to learn the latest HR best practices
- Assist with reconciling payroll and HR documents
- Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records.
- Adds controlled and capitalized assets to the fixed asset database.
- Affix inventory tags to designated assets and equipment. Replace damaged asset tags.
- Maintains perpetual inventory records by gathering inventory data, completing required forms/logs and entering and correcting inventory.
- Performs field inventory by physically locating, identifying, and counting assets..
- Locates missing inventory, performs location transfers and reconciles exceptions. Prints inventory summary and status report. May assist in scheduled closing procedures.
- Arranges and completes physical disposal of surplus/obsolete items. Performs disposal transactions to remove assets from service. Records proceeds from sale/retirement of assets to allow calculation of gains/losses.
- Ensures that assets are depreciated according to published depreciation schedules
- And other duties as assigned.

Qualifications and Education Requirements

- Bachelor’s Degree in business or related field
- A satisfactory employment record
- Must be able to pass a background check
- Ability to apply common sense understanding to carry out instructions furnished in written and oral form.

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- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to communicate effectively with administrators and school staff
- Ability to maintain accurate records
- Ability to handle emergency situations
- Ability to use sound judgment
- Ability to work and problem solve simultaneously/objectively
- Willing to advance skills and knowledge with additional training

Preferred Skills

- Experience in human resource management
- Experience in business office procedures
- Experience in inventory management
- Computer skills with programs such as Excel and Word
- Previously worked in public education

Reviewed By:	Superintendent	Date:	12/1/21
Approved By:	Board of Trustees	Date:	12/6/21
Last Updated By:	Dr. Roxanne Hall	Date/Time:	11/8/2021

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with Benton School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of Benton County School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Benton County School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.