



## IDENTIFICATION

Department	Position Title	
Aurora College	Asset Management & Inventory Officer	
Position Number	Community	Division/Region
91-13024	Fort Smith	Corporate Services & Administration

## PURPOSE OF THE POSITION

The Asset Management and Inventory Officer is responsible for the asset management and inventory of all Aurora College's controllable and capital assets. The incumbent is designated to monitor and administer the College's assets and is responsible for updating and maintaining the Asset Management Information System.

## SCOPE

The Asset Management and Inventory Officer ("Officer") is located in Fort Smith and reports to the Manager of Accounting, Budgeting and Inventory. The Officer ensures compliance with applicable legislation, regulations, and policy by establishing and maintaining processes that ensure proper control over Aurora College assets. The Asset, Management and Inventory Officer has regular and ongoing contact with the Executive and Senior Leadership Teams, instructors, contractors, and clients within and outside Aurora College.

The Officer is responsible for Third Party agreement administration in an assigned division/region at Aurora College under \$100,000 in the fiscal year. The incumbent prepares and updates forecasts, reports, and budget-to-actuals reviews according to applicable policies and requirements. This position also performs analysis of accounting, financial and budgetary data. The Officer conducts an annual review of all assets assigned to custodians and submits a report citing all relevant losses in accordance with applicable policies and regulations. The Officer is also responsible for monitoring the Heavy Equipment Replacement Fund, the Light vehicle and equipment fund, and the Furniture and Fixture replacement fund. The Officer administers, organizes and signs off the periodic physical inventory completed on college properties for Controllable and Capital assets.

## **RESPONSIBILITIES**

### **1. Records assets and performs inventory control activities.**

- Records and maintains all Controllable Tangible Assets (CTA) and all Tangible Capital Assets (TCA) and their amortization in the Assets Management Information System in MULTIVIEW.
- Enters asset records into the Asset Management Inventory system.
- Maintains a log of inventory tags and sends out tags to the custodian.
- Ensures the custodial responsibility to the asset is assigned.
- Ensures that timely and accurate records are maintained.
- Confirms duties are segregated and acquisitions and disposals properly authorized.
- Reviews and process surplus reports.
- Reviews fixed asset accounts with the Accounting Budgeting and Financial Analyst to determine the amortization of the asset, prior to entering it on the system to ensure the asset is entered into the appropriate account.
- Reports any losses to management on a timely basis and completes the monthly amortization report in consultation with the Accounting Budgeting and Financial Analyst.
- Ensures all records and information of controllable assets and tangible capital assets are provided to the Office of the Auditor General of Canada during the yearly audit.
- Ensures that movable public property with life expectancy greater than one year that are attractive targets for theft and/or are readily convertible to cash are closely safeguarded and annually reviewed.
- Conducts an annual review of all attractive assets under the control of the custodians and submit a report citing all relevant losses in accordance with Financial Administration Manual GNWT.
- Ensures assets are not changing location without authorization and with reason for changing location.
- Maintains the inventory control data records system and documents the value, location and status of all College property.
- Prepares inventory sheets for the College wide periodic inventory.
- Administers, organizes and performs the periodic physical inventory on College properties.
- Maintains the fixed asset system for all capital and controllable assets. Coordinates the periodic College wide review and update of the location and assessment of assets contained in the fixed asset system.
- Provides an administrative asset system for the College's fleet of heavy equipment and other vehicles. Provides all required information to the GNWT Risk Management for insurances and registration purposes.
- Ensures that all vehicles are properly registered and insured by updating the GNWT inventory system.
- Maintains the vehicle inventory on a regular basis.
- Sets up vehicle related accounting detail (RAD) in Multiview and puts in ownership.
- Ensures the proper vehicle surplus procedures are followed according to GNWT policies and procedures.

- Ensures that long term and short term leased buildings equipment are tracked, renewed and regularly maintained.
- Completed a lease analyzation for lease renewal and new leases to determine the type of lease.

## **2. Supports budgets, reporting, and monitors financial performance.**

- Maintains third party files for applicable divisions' Minor Capital Contribution and ensures that financial activity is reported accurately and in compliance with reporting requirements.
- Tracks and monitors Minor Capital against budget and parameters in the agreement to ensure the agreement is not overspent and that financial activity is recorded accurately. This includes data entering journal vouchers to enter, record or adjust financial data.
- Receives third party budget estimates from programs and critically examines them for correctness, accuracy, and completeness. Informs managers of the due dates for the submission of third-party documentations.
- Tracks, confirms, and verifies the sources of incoming funds and outgoing expenditures.
- Prepares and distributes the Third-Party Financial Statements. Monitors spending throughout the contract to ensure funds have been spent as specified; investigates budget shortfalls and overages and sends findings to the Manager, Accounting, Budgeting, and Inventory.
- Calculates and prepares invoices as required per the terms of the agreement.
- Reconciles spending reports and forecasts balances using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. Submits reports to for further scrutiny and approval.
- Completes complex financial analysis as required.
- Assists with year-end financial activities as required, including year-end calculations to determine capital asset and fixed assets, write off disposed assets, capital revenue, invoicing or refunding of unspent funds to contributors.
- Reconciles spending reports and forecasts balances. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. Submits reports to his/her supervisor for further scrutiny and approval.

## **3. Reconciles and processes accounting transactions.**

- Verifies/reconciles accounts and prepares invoices.
- Reconciles Aurora College's bank deposit account(s) to ensure banking transactions are accurately recorded.
- Processes financial transactions as necessary.
- Verifies and prepares journal vouchers.

## **4. Assists and supports others with financial transactions and expertise.**

- Provides support to others in the Finance division.
- Provides on-going assistance and advice to faculty/staff as required.
- Completes and maintains the Asset, Management and Inventory Officer position's procedure manual.

## **5. Contributes to the effectiveness, safety, and reputation of the College.**

- Complies with all institutional policies and applicable legislation.
- Provides input and pertinent information to others for new projects, initiatives, and future training plans as required. May undertake special projects, as assigned by the supervisor.
- May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others. Acts as an ambassador by promoting Aurora College's programs and image.
- Escalates safety concerns to supervisor.
- Fosters a supportive learning/working environment and assists other staff/faculty as needed.
- Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
- Participates in an appropriate share of institutional service assignments, such as participating in committees.
- Documents professional development plan and required training needs.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of inventory control systems and processes.
- Knowledge of purchasing and invoicing procedures.
- Skills in computer systems and asset management software.
- Knowledge of (GAAP) generally accepted principles.
- Ability to interpret the GNWT Financial Administration Manual, Financial Administration Act and Aurora College Act.
- Knowledge of Annual Budget and Financial Cycle
- Skills in budget preparation, expenditures, and financial records.
- Skills in analyzing data, attention to detail, decision-making, and information processing.
- Ability to comply with policies, procedures, and regulations.
- Skills in planning, forecasting, and time management.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Post-Secondary Diploma in Business Administration and 2 years' experience working with Asset/Inventory Management systems and accounting systems.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 READING COMPREHENSION:  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 WRITING SKILLS:  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred