



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	989639003	Last Revised:	02/13/2018
Position Title:	Property Control Officer	Department:	Financial Assets
Reports to:	Financial Assets Manager	Division:	Treasury

Primary Function: The Property Control Officer is responsible for coordinating the documentation, analysis and inventory of the Tribe's fixed assets. Will coordinate, update and maintain the tracking database for new and existing fixed assets including asset identification, tagging, location identification, physical counts and inventories. Will conduct a regular annual asset inventory and review across all Tribal programs and operations to ensure accurate record of assets for financial maintenance, audit and insurance purposes.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Coordinates, updates and maintains the tracking of new and existing capital.
- Identifies fixed assets across all Tribal programs and operations ensuring assets are properly tagged and recorded in the Tribe's financial software and other tracking tools, and conducts physical counts of assets
- Ensures that fixed assets appear in the Tribe's financial software, finance and insurance schedules
- Coordinates the transfer of equipment, vehicles, and other assets ensuring locations and counts match those recorded in tracking systems
- Reconciles fixed asset records and works with the Accounting and Budget Department to ensure record keeping is accurate and timely
- Provides assistance in the implementation of processes and policies to safeguard the Tribe's assets in accordance with established internal controls and policies
- Assists in the development of written processes, policies and procedures for identifying, tracking, transferring, reporting and disposing of fixed assets
- Assists the Accounting & Budget Department in preparing schedules and reports for the annual audit process
- Oversees the work of the Capital Clerk and Inventory Clerk.
- Plans and coordinates the disposal of obsolete assets in compliance with established policies and internal controls
- Maintains constant communication with the Risk Manager and assists the Risk Management Program in the development of best practices and implementation of policies and procedures.
- Maintains open lines of communication with all Tribal Programs and Employees.
- Maintains all reports, records, files, and logs as required.
- Performs all duties in accordance with established guidelines and Tribal Policies.
- Performs other duties as requested or assigned by the Financial Assets Manager.

Education /Experience:	<ul style="list-style-type: none"> ➤ A Bachelor's Degree from an accredited college or university in Finance, Business Administration or related field plus two years of experience in process management, Inventory control and analysis; OR an Associate's Degree from an accredited college in Finance, Business Administration or related field plus a minimum of (4) four years of experience in process management, inventory control and analysis required. ➤ Valid NC Driver's License required.
Job Knowledge:	Incumbent must have a demonstrated ability to closely monitor, inventory assets and accurately record all related asset information. Incumbent should be familiar with inventory controls and the analysis of asset specific and financial data. Well-developed organizational and planning skills, and close attention to detail is required for this position. Must have a demonstrated ability to establish and maintain strong working relationships. Incumbent must have a demonstrated ability to conceptualize and recognize larger impacts and implications of collecting, organizing and maintaining complex data.
Complexity of Duties:	Incumbent should be able to work independently to plan, prioritize, organize and perform day-to-day responsibilities of the duties assigned. Incumbent should maintain professional conduct and demeanor at all times when interacting with employees, management, regulatory representatives and vendors. The ability to speak in front of groups of employees and management to effectively communicate information is critical. Incumbent must demonstrate the ability to take ownership of responsibilities, work on a variety of tasks simultaneously, and consistently meet deadlines. Incumbent must be proficient in using a computer and computer software such as Microsoft Office Products (Word, Excel, Power Point, and Access) and specialized financial software. Incumbent, in all actions, must demonstrate the utmost knowledge and practice of inventory control and management.
Contact with Others:	This position requires effective communication with employees and management at all levels. This position will have regular contact with employees and management, requiring professional tact and decorum at all times.
Confidential Data:	This position will have access to confidential data and information. Data will include reports, trends, and costing. The position will also be exposed to confidential insurance correspondence. All information must be kept in the strictest of confidence. The unauthorized release of internal data would not permit the Property Officer to perform their duties effectively.
Mental /Visual /Physical Effort:	The position requires a valid North Carolina State Driver's License as the position will require a Tribal vehicle be driven to worksites and locations on and off the Qualla Boundary. The Property Control Officer should be able to travel independently and inspect all Tribal properties where assets are present. Worksite locations include those satellite operations outside of the town of Cherokee. The position will require navigating unlevel terrain, walking up and down hills, climbing ladders, climbing stairs, mounting and dismounting equipment. Position requires the ability to lift 20lbs in order to accurate inventory and conduct physical counts. Some situations will require personal protective and safety gear (hard-hats, safety glasses, ear plugs, steel toed boots, respirators, etc.) be worn. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.
Environment:	The Property Control Officer will be exposed to all environments employees and assets could potentially encounter both indoor and outdoor. This includes: heat and cold, rain, sleet and snow, and high humidity. Work will require exposure to roadside conditions, dust and emissions, high levels of noise, and active construction/demolition worksites, exposure to strong odors from adhesives, paints and solvents used in construction. Other components of work are conducted in a normal office environment.

Supervision:

The Property Control Officer is under the general direction and supervision of the Financial Assets Manager. This position is dedicated to ensuring accurate and timely records, inventories, physical counts and overall management of the property control office. This position will spend a significant amount of their workday overseeing the fixed asset schedules, maintain projects in progress, assisting with the annual audit process and will oversee the work of the Capital Clerk and Inventory Clerk. Therefore, detailed activity logs must be prepared and timely reports submitted. The Financial Assets Manager will have final approval of all work. The Property Control Officer is expected to set his/her own inspection and inventory schedules.

Responsibility for Accuracy:

The Property Control Officer must be detail oriented in the performance of job duties. Inventories, counts and records have significant financial impact on the accounting practices and administration of the Tribe's insurance programs. All counts, inventories and records must be correct, based on critical analysis of supporting documentation and performed in accordance with Tribal policy as well as generally accepted accounting practices.