

APPROVED

APR 07 2026

G C SCHOOL BOARD



George County School District

Job Title: Fixed Assets and Travel Specialist

Job Purpose: The Fixed Assets & Travel Specialist is responsible for district-wide fixed asset accountability and employee travel compliance within George County School District. This position performs specialized financial and operational duties that require independent judgment, attention to detail, and a thorough understanding of state and federal requirements. The Specialist supports accurate financial reporting, internal controls, and audit readiness by maintaining compliant asset records, overseeing travel documentation, and ensuring adherence to Mississippi public school travel regulations. This role functions as a key support position within the Business Office.

Knowledge, Skills & Abilities:

- Knowledge of Mississippi public school finance, fixed asset management, and state travel requirements.
- Skill in maintaining accurate, audit-ready records using accounting and asset-tracking systems.
- Ability to review travel documentation and vendor information for compliance and accuracy.
- Ability to exercise independent judgment within established policies while maintaining confidentiality.
- Responsible for identifying and reporting discrepancies; errors may result in audit findings or financial loss.

Minimum Qualifications:

- High school diploma or equivalent required; associate degree preferred.
- Demonstrated experience supporting business office, finance, or operational functions in a Mississippi public school district or similar public-sector environment.
- Working knowledge of fixed asset tracking, travel documentation, and compliance-based recordkeeping.
- Ability to interpret and apply district policies and state travel requirements.
- Proficiency in basic accounting systems, data entry, and documentation management.
- Ability to work independently, maintain confidentiality, and meet compliance deadlines.

Reports To: Chief Financial Officer

Supervises: N/A

Duties & Responsibilities:

Fixed Assets

- Maintain the district's fixed asset inventory in accordance with state, federal, and district requirements.
- Add, transfer, and remove assets within the district's accounting and asset-tracking systems.
- Conduct and document physical inventories at all district locations.
- Reconcile asset records and research discrepancies identified through inventories or audits.
- Maintain supporting documentation to ensure asset accountability and audit readiness.
- Assist with preparation of fixed asset documentation for annual financial audits.

- Identify and report missing, damaged, or improperly recorded assets in accordance with district procedures.

Travel

- Review employee and student travel documentation to ensure compliance with Mississippi state travel regulations and district policies.
- Verify required lodging comparisons and documented cost savings prior to travel approval.
- Add compliant lodging options when required documentation is incomplete to ensure approval standards are met.
- Coordinate with hotel sales departments to ensure proper application of tax-exempt status.
- Review hotel folios and resolve billing discrepancies, including recovery of improperly charged taxes.
- Submit requisitions and obtain purchase orders for approved district travel.
- Maintain organized records of travel authorizations, comparisons, and supporting documentation.
- Serve as a point of contact for resolving time-sensitive travel issues to prevent disruptions.
- Coordinate the distribution of district travel credit and maintain documentation to support finance staff in the accurate reconciliation of travel card transactions.

Additional Business Office Responsibilities

- Add and maintain vendors in the accounting system and review documentation for compliance.
- Receipt funds using appropriate account codes and support internal financial controls.
- Maintain audit-ready records and support clean annual audits in assigned areas.
- Identify and report discrepancies or non-compliant activity related to assigned responsibilities.
- Coordinate maintenance work orders for district office facilities as needed.
- Perform related duties as assigned within the scope of the position.

Terms of Employment: 240 Days / At Will

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
Employee's Signature & Date	
Supervisor's Signature & Date	