Job Description – Manager, Assets Management

Department: Finance | Reports to: Head Of Procurement

**Position Summary**

This position will report to head of procurement, and supervise all-rounded fixed assets management for NYUSH, including registration, de-appreciation, maintenance and disposal. In this role, this person will take the lead in regular inventory supervision and management, assets projects initiation, and assets management policy and system improvement.

**Responsibilities**

- Monitor daily assets registration process when purchase circle is done.
- Supervise Assets team’s collaboration with functional departments in goods receipt and acceptance, and lead in schedule of regular inventory check with various departments.
- Control routine de-appreciation and assist Finance in month-end closure (assets related).
- Launch training / orientation sessions to departmental associates for building up awareness of assets maintenance and custodian’s responsibilities, within each individual functions, as well as collaboration with Assets team in providing feedback / crisis report.
- Establish mechanism of assets re-allocation in case of physical relocation and personnel relocation.
- Maintain off-campus assets with help of Campus Facility and Student Life (Residential Life).
- Improve NYUSH assets management policy and streamline processes, esp. disposal under certain circumstances.
- Lead conversations with Public Safety and Campus Facility on assets related safety issues report process and solution plans.
- Develop efficient assets management strategy instead of manual tracking system.
- Assist Finance team in preparation of “Reconcile Assets to Ledger” report monthly and specify the reasons for difference between operational and ledger balance at period end.
Qualification

- **Required Education**
  
  Bachelor's Degree in Finance disciplines/ business/ facility/assets management related are preferred.

- **Required Experience**
  
  - At least 5 years’ working experiences in Finance/assets management/facility area; 3 years’ comprehensive assets management perspective.
  - Assets audit related working experience preferred.

- **Required Knowledge, Skills, and Abilities**
  
  - Fluency in English, both written and conversational.
  - Understanding university businesses and assets purchase supplies services.
  - Always services oriented mindset to all internal clients.
  - Excellent people skills and cooperation mindset.
  - Self-motivated and details awareness.
  - Effective organizational and multi-tasking skills.
  - Travel is required.