

# INVENTORY SPECIALIST

## **JOB PURPOSE AND SUMMARY**

Performs advanced administrative and fiscal support work with regard to inventory management in the Department of Public Works, Operations. Duties typically include, administrative accounting activities, processing invoices etc. related to the acquisition of materials, research and analysis, budget tracking, spreadsheet applications for cost accounting, project reporting, and inventory reconciliation. Responsibilities necessitate a strong understanding of the application and uses of inventory/products within the Road Operations and Equipment Services departments.

## **CLASSIFICATION DISTINCTIONS**

The Inventory Specialist job is a stand alone job classification within the Department of Public Works, Operations and reports directly to the Office Manager. This position is distinguished from other clerical support positions due to the technical knowledge required to process inventory related matters unique to the Operations group, the broader knowledge of accounting principles and practices utilized on the job, and the discretion and judgment that is exercised to accomplish work objectives. This position provides technical assistance to management and staff, vendors, citizens and other government agencies with regard to accounting and inventory administration issues.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Performs general bookkeeping/accounting functions to compile, review, reconcile, balance, audit, approve, and process all accounts payable and receivables for Operations Division.
- Possesses a thorough understanding of BARS coding and County accounting procedures in order to reconcile, balance, audit, and maintain a wide variety of accounting documents and funds; works closely with Accounting Dept. to accomplish these objectives.
- Maintains, interprets and applies County Purchasing guidelines to unique department purchasing procedures; trains other personnel in application and adaptation.
- Establishes and maintains cooperative and effective working relationships with co-workers, vendors, and other County Departments.
- Prepares requisition purchase orders, travel advance/reimbursement vouchers, and department quotes in accordance with department and county policy.
- Maintains, monitors, audits, analyzes, and reconciles a variety of computerized reports including rock, oil, paint and sign inventory spreadsheets.
- Evaluates existing inventory record accuracy, and updates and implements new inventory procedures to reflect changes. Suggests new procedures to improve dept. efficiency and the accuracy of inventory records.
- Provides management support and clerical assistance with the preparation of specifications for formal bids for inventory items, as well as other commodities. Reviews, analyzes, and processes completed bids.

- Provides back-up clerical support within the office to help cover staff vacations, illnesses, lunch breaks etc.

### **QUALIFICATIONS**

- Two (2) years of general office experience, at least one (1) year of which must be directly related to the work of the class; OR
- One (1) year (45 credit hours) of post-secondary accounting or bookkeeping occupational training or education may be substituted for one (1) year of required experience; OR
- Any combination of work experience and education which demonstrates the ability to perform the work of the class.

**Knowledge of...**accounting/bookkeeping procedures for accounts receivables/payables; principles and practices of double-entry bookkeeping; general to advanced office practice and procedures; technical and/or specialized functions, policies and procedures of the work unit; computer software programs, with emphasis in spreadsheet applications.

**Ability to:** Perform a wide variety of difficult, complex, and responsible fiscal and clerical support work, in an environment with constant interruption; make decisions and prioritize work assignments in accordance with department productivity objectives and ensure compliance with related policy; operate a variety of office equipment to accomplish work assignments; perform mathematical calculations quickly and accurately, compile, maintain, audit, and reconcile accounts, records, reports, and files; prepare and interpret appropriate reports and statements; evaluate existing processes; develop and implement new systems, establish and maintain cooperative and effective working relationships; communicate clearly and concisely, both orally and in writing. Identify errors on payables, receivables, and time sheets. Convert rock unit prices and quantities from tons to yards, using various conversion percentages based on the weight of different types of rock, including hauling charges and taxes; convert oil unit prices and oil quantities from tons to gallon, including taxes; examine and analyze accounting records to verify accuracy of figures, calculations, posting, and overhead rates.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

This work is performed in an office environment and is sedentary in nature. Some walking, bending, and carrying light items is required. Occasionally, incumbents experience highly stressful situations in the process of resolving problems or customer service related matters. Repetitive tasks and body motions are encountered when performing clerical duties such as keyboard work, filing etc. Operating a motor vehicle may be required. Must be able read, speak, and hear to accomplish work duties.

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