Inventory Control Clerk II

Job Code 00007222

General Description
Responsible for maintaining the supply maintenance inventory.

Examples of Duties
Update inventory master records.
Create, operate and enforce physical inventory procedures.
Enter material in/out sheets and verify entries.
Tally blanket purchase order invoices.
Enter each item into the computer.
Reconcile physical inventory levels with computer inventory levels.
Correct/change purchase order.
Prepare payment vouchers for invoices.
Review monthly account statements and investigate past due invoices.
Assist vendors in reconciling accounts.
Investigate work order problems.
Submit and print reports on demand.
Close blanket purchase orders with purchasing and/or CUFS.
Issue supplies and order proper units.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
Personal computers, programs and port printers, of effective inventory control, of generally accepted accounting procedures.
Skill in:
Working as a team member, in working courteously with others, in effectively directing the work of others, in establishing rapport with vendors, in listening to others and presenting clear and concise instructions.
Ability to:
Understand written instructions and/or materials, to complete materials, to prepare memos and letters, to inform co-workers of inventory procedures, to perform basic math, to evaluate the impact of procedures and policies on the inventory and blanket accounts, to work under pressure.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/20/2012