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.
Accurately classify assets early in the requisition process for compliance reporting and to ensure asset inventories.
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: Requisition process and systems; inventory control procedures; accounting procedures.

Skill in: Working as a team member, in working courteously with others; effectively directing the work of others; establishing rapport with vendors; communicating effectively; presenting clear and concise instructions.

Ability to: Understand written instructions and/or materials; prepare communication documentation; provide instruction on inventory procedures; perform basic math; evaluate the impact of procedures and policies on the inventory and accounts, work under pressure and with a high degree of accuracy.

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