



Job Description

Job Title:	Accounting Specialist II – Inventory Control	Grade:	J
Department:	Accounting & Reporting	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinates the operations of the college's Inventory control by overseeing and participating in labeling, physical tracking, record keeping and reporting of all fixed assets. Responsible for the financial accountability and proper disposal of all college fixed assets. Develops and maintains policies and procedures for the day-to-day operations as they pertain to fixed assets.

Characteristic Duties and Responsibilities:

1. Coordinates activities within Inventory Control unit to ensure smooth flow of processes while maintaining NCCCS compliance and adherence to current CPCC policies and procedures.
2. Responsible for the development of internal policies and procedures for the control of fixed assets.
3. Ensures college faculty and staff are properly educated on the correct process for disposal of fixed assets through the Inventory Control website, the college newsletter, group training and one-on-one advisement.
4. Facilitates the transfer and/or removal of fixed assets through redistribution to other community colleges, sale on the State Surplus website, cannibalization, recycling or disposal.
5. Communicates with NCCCS personnel and the general public in regard to sale of college assets through the State Surplus website.
6. Coordinates the annual physical inventory process for all college-owned equipment by documenting (scanning) existing fixed assets on all campuses.
7. Generates yearly reports of the college's fixed assets for management and the NCCCS as requested.
8. Supervises Inventory Control personnel who compile fixed asset information through research physical inventories, and other data collection methods while ensuring all deadlines for this data are met.
9. Reviews and verifies employee data through investigation and adjusts for errors and/or reports any reasons for discrepancies.
10. Coordinates activities of staff by establishing schedules and assigning tasks, monitoring performance, and consults with management regarding disciplinary actions and termination.
11. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Accounting & Reporting Coordinator or other personnel as assigned

Direction Given: Direct supervision of assigned staff

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2013



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Minimum Requirements:

Associate Degree from a regionally accredited institution in Accounting or a closely related field and 3 years work experience in financial analysis

Preferred Qualifications:

Public sector accounting experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of standard business practices pertaining to the areas of Budget, Purchasing, Accounts Payable, Accounts Receivable and Payroll

Excellent oral and written communication skills with an emphasis on the ability to communicate financial information with personnel at all levels

Ability to maintain, review and analyze financial reports and statements

Excellent customer service skills

Excellent organizational skills, ability to prioritize multiple assignments, adapting to changing priorities and situations, and follow-through on the completion of assignments

Working Conditions:

Typical office environment; prolonged use of a video display terminal and keyboard; infrequent traveling to other buildings on campus or to other campuses