



Job Description

Job Title:	Inventory Control Coordinator	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 processes by overseeing and participating in the 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. Also responsible for assisting manager in internal 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 on-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.



Job Description

Job Title:	Inventory Control Coordinator	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.

Reporting Relationships:

Direction Received: Reports to the Supervisor Accounting or other personnel as assigned
Direction Given: Direct supervision and evaluation of work as a first-line supervisor of assigned staff

Minimum Requirements:

Associate Degree from a regionally accredited institution in Accounting, Business Administration or related field; minimum of two years' work experience related to inventory control or record keeping of fixed assets; intermediate knowledge of purchasing, accounting and record keeping.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of college's and NCCCS guidelines, rules and regulations
Knowledge of purchasing, accounting and record keeping
Ability to work efficiently with Excel spreadsheets
Excellent oral and written communication skills
Ability to work in a collaborative environment

Working Conditions:

Typical office environment