



Job Title: Inventory Control Specialist – Fixed Assets

Grade: I

Department: Accounting and Reporting

FLSA: Non-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:

Performs a variety of complex administrative and technical tasks which may include, but are not limited to, responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering information into computer system, labeling and tracking of college fixed assets, and supporting the daily operations of the Inventory Control department.

Characteristics Duties and Responsibilities:

1. Collects inventory related research data, coordinates preparation of the data, reviews for accuracy, and makes any necessary edits.
2. Enters inventory data and corrections into the college computer system (Colleague).
3. Reviews data after entered into college computer system (Datatel) and makes any necessary adjustments and corrections.
4. Organizes and prepares inventory reports as well as collecting and summarizing data for end-users and answers data-related inquiries.
5. Helps to ensure that new, donated and surplus equipment is properly processed and recorded by assigning new inventory number tags, replacing worn or lost tags, and maintaining logs and records in according to all local, state and federal regulations.
6. Assists in the annual inventory process of all college-owned equipment by documenting (scanning) existing fixed assets on all campuses.
7. Assists in the transfer, sale or disposal of college fixed assets.
8. Responds to any inquiry that the external constituencies might have regarding any inventory reports, policies, and procedures as well as assisting the appropriate authorities during audits and inspections.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Report to the Inventory Control Coordinator
Direction Given: Direct supervision of assigned staff



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Minimum Requirements:

Associate Degree from a regionally accredited institution and one year of job related work experience

Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge of college's and state's guidelines, rules and regulations
- Ability to work and adapt inventory procedures with guidelines
- Knowledge of purchasing, accounting and record keeping basic principles
- Knowledge of computer and office software applications, including MS Excel and Colleague
- Ability to analyze problems and identify solutions
- Excellent oral and written communications
- Excellent customer service skills

Working Conditions:

Typical Office Environment