

JOB DESCRIPTION

Job Title: **Receiving/Inventory Control Specialist**
Department: Accounting
Reports to: Fixed Asset Manager
Position Total: 1

Basic purpose or function: This is a position of trust. Following the direction of the Fixed Asset Manager, the Receiving/Inventory Control Specialist is responsible for working with the Fixed Asset Manager to set up a system for inventory control for the Tribal Administration. The Specialist will maintain accurate records of incoming and outgoing merchandise. Specialist participates in annual physical inventory. Through digital and manual counting, the Specialist will identify discrepancies with inventory reports and report findings to the Fixed Asset Manager for review and resolution. The Specialist is responsible for Accounting Record Retention and material distribution.

JOB RESPONSIBILITIES:

- Physically inspects all incoming merchandise for damage and reconciles purchases to the purchase order.
- Logs and tag incoming equipment and logs incoming merchandise
- Ensures incoming and outgoing products and equipment are delivered to the requisitioner
- Updates and provides inventory control reports at the end of each month to Accounting
- Maintains inventory count accuracy. Conduct digital and physical counts.
- Participates and is involved with planning the annual physical inventory each September.
- Organizes deliveries and storage of merchandise and equipment, requests assistance as needed
- Maintains safety standards
- Follows Purchasing Manager's directives for the proper maintenance of files and documentation
- Arranges and oversees disposal of obsolete equipment; ensures documentation is provided to Fixed Asset Manager and Accounting
- Maintains record of Accounting items stored and properly disposes of documents in storage after 7 years
- Maintains orderly storerooms and maintains inventory control
- When necessary, picks up merchandise ordered at vendor locations and makes needed deliveries
- Assists with other projects as assigned

Minimum Qualifications:

- High school diploma, with some college courses desired
- Possess and maintain a valid Wisconsin Driver's License
- Two years in an inventory role or data entry experience
- Must have strong work ethic, good attendance, be well organized and a self-starter
- Must be detail oriented and be reliable
- Able to interact with all levels of employees and vendors in a professional manner
- Strong problem solving, documentation, organization, and multi-tasking skills
- Ability to keep company information Confidential
- Filing and scanning experience; good oral and written communication skills
- Beginner computer skills and knowledge of Microsoft products including Word
- Ability to perform simple mathematical computations such as addition and subtraction
- Able to lift 50 pounds and stand and bend in a warehouse environment
- Must be able to pass a pre-employment drug screen and background check
- Willingness to perform other duties assigned

Native American preference applies to all candidates for this position.

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| CFO Approval: | Date: |
| Controller Approval: | Date: |
| Employee: | Date: |
| Human Resources: | Date: |