



JOB DESCRIPTION

POSITION TITLE: INVENTORY CLERK

DEPARTMENT: ADMINISTRATIVE SERVICES

FLSA: EXEMPT

REPORT TO: DIRECTOR OF ACCOUNTING

POSITION SUMMARY: The inventory clerk primary responsibility is to ensure that all property and equipment purchased by the college is properly tagged and inventoried.

1. Maintain the inventory of personal property of the college.
2. Maintain current data on the computer for all equipment at the time of purchase.
3. Tag and properly record all new equipment at the time of purchase.
4. Maintain and make available an accurate printout of the college personal property on a monthly, semi-annual, and annual basis.
5. Assist in record maintenance during the process of furniture and equipment transfers, movements, and disposal.
6. Serve as backup for purchase order processing and cashier functions.
7. Serve as mail clerk and maintain a record of postal cost by department.
8. The postal cost record must be completed by the 25th of each month.
8. Provide technical support for telephone service or contact outside vendor.
9. Provide new employees with telephones and instructions for use.
10. Responsible for ordering new telephone sets and setting employee extension.
11. Monitor AUDIX and trouble shoot problems as reported.
12. Perform other duties as assigned by the Director of Accounting.