

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Inventory Accounting Specialist I

JOB CODE: 4432

DEPARTMENT: Stores and Distribution

PAY GRADE: 19 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This specialized materials management work auditing management information reports to monitor and maintain management information pertaining to the value of on-hand inventory from fund encumbrance through receipt of goods and vendor payment. The work also includes reconciling differences in the primary balances as reflected in the OIT and in-house inventory management systems.

JOB TASKS/RESPONSIBILITIES

1. Reconciles differences existing between the ITEL and SYCOR Inventory Management Systems and initiates corrective action prior to the start of the next processing cycle.
2. Reconciles the S&D automated inventory system financial reports with MSA Transaction Register, notifying the Accounts Payable Section of any discrepancies.
3. Reviews, revises and updates school master files to ensure an accurate directory as to location, mail, delivery, food service, truck runs and supervising administrators.
4. Audits and revises, if necessary, computer output of serialized form activity to insure accuracy of monthly update; assists auditors and school personnel with matters related to the distribution of forms.
5. Assists school support personnel with budgetary matters related to the acquisition of materials, equipment, or supplies and fund balances or availability.
6. Consults with personnel of the Department of Accounting regarding the submission of S&D documents through the MSA interface and the resubmission of overdrawn documents.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, crouching, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. It also requires extreme manual dexterity and exceptional eye-hand coordination. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Considerable progressively responsible clerical or system support experience with a automated inventory management system.
3. A working knowledge of clerical or technical accounting principles, practices, and techniques.

OR

Any equivalent combination of acceptable training and experience.

4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 03/13/81, 02/23/93