

PURPOSE OF THE CLASSIFICATION: Under general supervision performs internal audit duties involving inventory control activities in the Finance Department to ensure inventory accuracy and maximum efficiency in departmental operations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Schedules, locates and conducts internal audits and inputs adjustments to the centralized inventory system
- Codes, prepares and processes request for purchase, purchase orders and invoices, including general ledger and sub-ledger coding preparation of inventory materials
- Posts journal recapitulations of inventory records to the appropriate systems
- Posts and maintains requisitions, purchase orders and completion information to vendor and purchase databases utilized in generating weekly statistical reports
- Researches, analyzes and resolves inventory discrepancies for vendors and other department personnel involving materials, and scheduling and delivery of materials
- Maintains inventory files, records and documents
- Gathers information, verifies reports and reconciles ledgers and purchase accounts monthly
- Trains and provides instructions to stock clerk and storekeepers to ensure integrity of inventory audits
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills: Good knowledge of the principles, methods and practices of bookkeeping, accounting and inventory control processes; good knowledge of applicable laws, ordinances and regulations governing City inventory processes; knowledge of computers and applicable software; and knowledge of modern office methods and procedures. Ability to make mathematical calculations with speed and accuracy; ability to conduct inventory audits and to prepare and maintain inventory records of moderate complexity; ability to understand and follow brief instructions in regard to accounting problems; ability to communicate effectively verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, telephone, and small precise work; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, climbing, kneeling, handling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, although employee may be exposed to construction related dust, loud noises, temperature extremes and inclement weather. Requires some travel to various locations for on-site visits and investigations.



**CLASS TITLE | INVENTORY ACCOUNT
SPECIALIST**

PAY GRADE: OT-17 | www.cityoftulsa.org/pay

Class Code: 6542

Effective Date : 04/13/2022

EEO Code: N-06

Group: Fiscal

Series: Account Clerical