

CLASS TITLE: PUBLIC WORKS INVENTORY ACCOUNT SPECIALIST

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

ESSENTIAL TASKS:

- Schedules, locates and conducts internal audits and inputs adjustments to the centralized Public Works 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 SOMS (Service Order Management System)
- Posts and maintains requisitions, purchase orders and completion information to vendor and purchase databases utilized by SOMS 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: Graduation from high school or possession of a General Educational Development Certificate (GED), including fifteen (15) hours of college coursework in business and accounting related subjects and two (2) years experience in inventory control or a closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles, methods and practices of bookkeeping/accounting and inventory control processes; good knowledge of laws, ordinances and regulations governing City inventory processes; some knowledge of computers and applicable software; and some knowledge of modern office methods and procedures. Ability to operate standard office machines; 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; 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. Must possess skill in the operation of a computer, adding machine and calculator.

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 Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; however, some travel to various City locations will be required to inventory fixed assets.

Class Code: 6542

EEO Code: N-06

Pay Code: OT-17

Group: Fiscal

Series: Account Clerical

Effective Date: May 8, 2003