



		<b>ISSUED: 10/5/2018</b>
<b>TITLE: Senior Inventory Controller</b>	<b>SALARY TABLE: SA</b>	<b>CLASS CODE: SA477</b>
<b>UNION: Staff Association - Local 2071, U.A.W.</b>	<b>SALARY GRADE: 8</b>	<b>EEO CODE: 40</b>
<b>JOB GROUPING:</b>	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: SA</b>

**POSITION PURPOSE**

Provide guidance and functional supervision to inventory control staff and students. Conduct, record and report physical inventory of University and Government owned movable property to ensure compliance with established University policies and State/Federal regulations.

**ESSENTIAL JOB FUNCTIONS**

Supervise and participate in conducting, recording and reporting physical inventory of University and Government owned property. Provide guidance to accountants regarding the fixed asset system and compile, prepare and maintain records and reports.

Review, research, process and enter capital assets in the fixed asset system. Assign and affix permanent tag numbers to assets and prepare and submit asset transmittal forms. Set-up fixed assets for depreciation and update location record.

Operate and maintain the surplus property warehouse. Assist departments with distribution of surplus furniture and equipment, price items and organize surplus furniture and equipment for annual sale.

Conduct preliminary review of Declaration of Surplus/E-waste forms received from departments for supervisor’s approval. Perform depreciation adjustments (calculate depreciation amount) and write-off adjustment transactions in compliance with university policy.

Complete fiscal year-end tasks including entering capitalization of other assets into system, ie. buildings, land improvement, lease hold improvements, etc.

Provide functional supervision to full-time department staff and a small number of students or other support personnel assisting the department with the o-tag extract processing and the capital asset inventory. Train staff in the appropriate methods and procedures and identify process improvements.

Receive and answer routine inquiries regarding departmental operations; refer non-routine questions to the appropriate personnel. Perform general office functions such as prepare correspondence (email/memo) and maintain files.

Perform related work as assigned.

**ADDITIONAL COMMENTS**

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

This senior classification oversees and conducts physical inventory of all University and Government owned property. Tasks include reviewing and processing O-tag extracts, tagging moveable assets and maintaining fixed asset records using the fixed asset system. Functional supervision of full-time department staff and small number of students or other support personnel. Incumbents are subjected to unfavorable environmental conditions while in the surplus warehouse. This classification is generally located in the Property Management Department in the Division of Finance and Business Operations. This classification reports to and receives work direction from a management/supervisor level position.

**MINIMUM QUALIFICATIONS**

Graduation from High School or GED. Associates Degree in Business Administration or related field preferred.

Some experience in fixed asset control inventory.

Experience with querying and processing transactions in Banner preferred.

Strong organization skills and keen attention to detail.

Some supervisory experience.

Experience using Microsoft Excel and Word. Light typing and data entry skills with an emphasis on accuracy.

Ability to communicate effectively with others.

Some knowledge of pertinent University policies and procedures preferred.