

The University of Texas at San Antonio

Job Description

Job Title: Inventory Clerk II
Code: 6463
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Inventory/Capital Assets
Reports To: Inventory Manager

Summary

- Function: To perform responsible clerical work, detailed research and equipment reconciliation in connection with maintaining data integrity in three complex databases.
- Scope: Responsible for the processing of equipment transactions, data maintenance and accuracy of inventory records, verifying new purchases, importing and exporting inventory data onto barcode scanners, assisting departments in verifying inventory data, disposing of items on inventory records and customer training.

Duties

- Typical:
 1. Train customers on current policies, procedures and required forms.
 2. Creates and presents instructional training information materials for internals and external customers.
 3. Process various equipment transactions, i.e. transfers, missing property reports, splits, cannibalizations, verifications, location changes, etc.
 4. Uploads/downloads and reconcile data for the Annual Physical Inventory.
 5. Create management reports and spreadsheets from the databases.
 6. Conducts detailed research and transaction histories.
 7. Assist in conducting 20% audits and sample departmental inventories.
 8. Asset tagging with barcode labels at all campus locations.
 9. Coordinate the Inventory Training classes, schedule, required attendance, etc. with Human Resources personnel.
 10. Develops and updates department website.
 11. Perform other duties as assigned.
- Periodic:
 1. Assist in training new employees.
 2. Input departmental purchase and work orders.

Education

Required	Preferred
High school diploma or GED.	College level courses in accounting or logistics.

Other Requirements

Required	Preferred
Proficient in Microsoft Powerpoint.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of accounting, purchasing, or inventory experience.	Similar experience in a state, federal or private educational institution.

Equipment

Required	Possible
Personal computer, barcode scanner and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional exposure to weather conditions.
Requires occasional walking, squatting, pushing, lifting and stooping in restricted spaces.	May travel to other UTSA campus locations.

Supervision

Received	Given
Specific instructions and general review from immediate supervisor.	May direct assigned support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.