

POSITION DESCRIPTION

Date: June 2015

Position Title: Purchasing & Inventory Control Specialist

Department: Finance

Location: Headquarters

Reports To: Director of Finance

Exempt: X

Non Exempt:

POSITION SUMMARY

Possess an understanding and concept of internal controls that will assure the achievement of the objectives of GSGLA's operational effectiveness and efficiency, reliable financial reporting, and compliance with policies and procedures. This position is a major support system to the council staff members in all aspects of purchasing, including the extensive scrutiny in processing new vendors. Responsible for inventory controls, journal entries and financial analysis associated with resale inventory. Maintain OpSuite database and min/max stock levels for all retail stores.

MAJOR ACCOUNTABILITIES FOR PURCHASING

- Responsible for maintaining the integrity of GSGLA's Financial Policies and are being upheld by all internal and external members of GSGLA.
- Accountable for the completion of a due diligent process in approving all new council approved vendors. Work closely with Risk Management by verifying that all paperwork is accounted for before submitting to Accounts Payable.
- Create/process all purchase orders per GSGLA Financial Policies. Obtains purchased items by forwarding orders to suppliers.
- Negotiates prices and programs with various vendors to provide excellent resources for GSGLA staff for purchasing merchandise on a council level at the best prices available.
- Works as a liaison between internal staff and vendors. When bids are needed, conducts the research in order to obtain the best supplier in terms of negotiations, product quality, value, and delivery schedules.
- Must have a strong knowledge of the council's Financial Policies.

MAJOR ACCOUNTABILITIES FOR RETAIL INVENTORY CONTROL

- Manage item master, cost, retail prices and sale prices for all stores and maintain consistency throughout the databases.
- Create weekly cycle counts based on Processes for Retail Store Cycle Count Policies & Procedures. Maintain spreadsheets for the creation of monthly journal entries.
- Run monthly report of inter-store inventory transfers to create and enter monthly journal entries.

- Initiate and implement year-end physical inventory processes. Verify physical inventory counts within the stores. Create and enter year-end inventory adjustment journal entries.
- Prepare and enter all inventory related journal entries into Abila Fund Accounting System.
- Prepare yearend schedules and work with auditors for yearend closing process.
- Other duties as assigned.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Provide courteous, consistent, professional and knowledgeable service to all staff, vendors and members of GSGLA. A good sense of humor is always a plus.
- Excellent writing and communication skills are necessary as documentation is an intricate part of the job.
- Analytical skills and having a thorough knowledge in understanding sales, cash and inventory values, including but not limited to purchasing, receiving and average costs is a plus.
- Microsoft Office, Excel, Word and Outlook are required.

EDUCATION

Bachelor's degree preferred.