



Inventory Accounting Specialist

(Job Description)

Status: Full-Time

Department: Inventory

Reports to: Inventory Manager

Classification: Nonexempt

Work Hours: Monday – Friday; typical office hours

Summary/Objective

This position performs duties essential with accurately recording, maintaining, and reporting company inventory.

Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties and responsibilities include but are not limited to the following:

- Conducts the Company inventory accounting functions accurately and in accordance with company guidelines, and ensures the General Ledger accurately reflects the value of inventory on hand.
- Verifies and enters inventory accounts payable invoicing.
- Generates invoices and account statements.
- Reviews and processes inventory price change accounts, as well as store orders to ensure accurate billing of items.
- Assists operations and warehouse personnel with regard to inventory account inquiries and reconciliation.
- Documents designated General Ledger balances at year end in accordance with company guidelines in order to prepare for annual audit.
- Processes and prepares inventory adjustment entries and manual receiving when necessary.
- Maintains accurate store and warehouse perpetual inventories and assists administratively in full and partial inventory counting procedures.
- Works proactively to identify, investigate, and report irregularities within designated area of responsibility.
- Conducts training and cross training of knowledge and expertise within area of responsibility.
- Collaborates with team members and communicates relevant information to direct leader.
- Upholds the security and confidentiality of documents and data within area of responsibility.

Competencies

Communication, Organization Skills, Mathematical Skills, Thoroughness, Time Management, High Level of Attention to Detail, Self-Starting, Team Oriented

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Performing the duties of this job include: contact with dry dairy products, frequent exposure to airborne particles. A portion of the work may be performed in the plant where the noise may be loud. Almost always work indoors. Often share office space with co-workers. High level of social interaction.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to go up/downstairs, use hands to: finger, handle or feel; and reach with hands and arms. The position involves standing, walking, sitting, bending, and lifting 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to drive to our different facilities.

Travel

No travel is expected for this position.

Education and Experience

Preferred an Associate Degree in Accounting or related field preferred, but not required. A combination of education and experience providing equivalent knowledge of inventory and accounting, manufacturing field preferred. Understanding of inventory control procedures Advanced Microsoft Excel experience