



*13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • FAX (715) 634-4797 • HR Fax (715) 699-1209*

****Job Announcement****

Position: **Accounting Inventory Control Specialist**
Posting Date: December 9, 2020
Closing Date: Open Until Filled
Salary: Negotiable (D.O.Q.)
Reports to: Fixed Asset Manager

Basic purpose or function: Following the direction of the Fixed Asset Manager, the Inventory Control Specialist is responsible for working with the Purchasing team to set up a system for inventory control for the Tribal Administration. The Specialist will maintain accurate records of incoming and outgoing products and supplies. Specialist participates in annual physical inventory. Through digital and manual counting, the Specialist will identify discrepancies with inventory reports and report findings to the Fixed Asset Manager for review and resolution. The Specialist is responsible for Accounting Record Retention and material distribution. Maintains confidentiality at all times.

Job Responsibilities:

- Physically inspects all incoming merchandise for damage and reconciles purchases to the purchase order.
- Logs and tag incoming equipment and logs incoming merchandise
- Ensures incoming and outgoing products and equipment are delivered to the requisitioner
- Updates and provides inventory control reports at the end of each month to Accounting
- Maintain inventory count accuracy. Conduct digital and physical counts.
- Participates and is involve with planning the annual physical inventory each September.
- Organizes deliveries and storage of merchandise and equipment, requests assistance as needed
- Maintain safety standards
- Follows Purchasing Manager's directives for the proper maintenance of files and documentation
- Arranges and oversees disposal of obsolete equipment; ensures documentation is provided to Fixed Asset Manager and Accounting
- Maintains record of Accounting items stored and properly disposes of documents in storage after 7 years
- Maintains orderly storerooms and maintains inventory control
- When necessary, picks up merchandise ordered at vendor locations and makes needed deliveries
- Assist with other projects as assigned

Minimum Qualifications:

- High school diploma

*LCO Tribal Government
Human Resource Dept
Acct Inventory Control Specialist*

- Possess and maintain a valid Wisconsin Driver's License
- Two years in an inventory role or data entry experience is a plus
- Must have strong work ethic, good attendance, be well organized and a self-starter
- Must be detail oriented and be reliable
- Able to interact with all levels of employees and vendors in a professional manner
- Strong problem solving, documentation, organization, and multi-tasking skills
- Ability to keep company information Confidential
- Filing and scanning experience; good oral and written communication skills
- Beginner computer skills and knowledge of Microsoft products including Word
- Ability to perform simple mathematical computations such as addition and subtraction
- Able to lift 50 pounds and stand and bend in a warehouse environment
- Neat and professional appearance; well-maintained files; clean and organized work area
- Performs other duties assigned
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

Native American preference applies to all candidates for this position.

CFO Approval:	Date:
Controller Approval:	Date:
Employee:	Date:
Human Resources:	Date: