



Title:	Cost Clerk
Reports to:	Transportation Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

QUALIFICATIONS: High school graduate or equivalent and a minimum of three years' experience in purchasing, inventory control and accounting for parts and supplies preferred.

JOB GOAL: To perform journey level administration and clerical support duties such as accounting, purchasing and inventory control

DUTIES AND RESPONSIBILITIES:

- Calculates all invoices and enter stock items onto state inventory
- Keying all MI's
- Prepares requisitions and purchase orders
- Maintains a computer expenditure ledger
- Researches inventory and order parts as necessary
- Reconciles inventory to insure no shortage or overages exists
- Establishes and maintains files for bills, records and correspondence
- Disperses parts to mechanics as needed
- Orders liquid inventory
- Compiles annual inventory
- Orders fuel
- Examines all invoices to assure that they are in accord with deliveries, that proper discounts have been given and taken and that they are correct before they are sent to the office for payment
- Totals all records each month for submission to the North Carolina Department of Public Instruction
- Summarizes and balances labor and parts charges from Equipment and Repair
- Parts Order (TD-18) on a daily basis-using computer
- Enters data from fuel sheets, work orders, labor and parts into the State Vehicle Fleet Management System
- Checks materials received against invoices to verify price and quantity accuracy
- Prepares parts and fuels inventory for the Annual Pupil Transportation Report (TD-1) as required by the North Carolina Department of Public Instruction
- Files daily work
- Assists in answering telephone system; provides information, records information and directs calls to appropriate person
- Enters materials received (parts/supplies) into SVFMS for use as inventory
- Performs other duties and accepts responsibilities as assigned

PHYSICAL REQUIREMENTS:

Must possess physical abilities to perform job such as talking, hearing, operating a computer, etc.
Must be able to lift 40 pounds