

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Bookstore Posting Clerk

Unit: Office Technical

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Job Code: J1358
Original Date: 02/1991
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 12

DEFINITION

Under the direction of the Receiving Supervisor or assigned supervisor or manager, enter accurate information about received merchandise into inventory control system; compare receiving documents to invoices and prepare invoices for payment.

EXAMPLE OF DUTIES

1. Compare invoices and/or packing lists to receiving documents to confirm quantities received against quantities shipped; analyze actual inventory position against beginning inventory and receipt actual or claimed and balances on hand to resolve discrepancies; reconcile differences.
2. Set up and enter "dummy" receiving reports to inventory management system to update inventory position; establish back order files; maintain "dummy" file until invoice is received.
3. Delete "dummy" receiving report and enter verified quantity, price, and miscellaneous charge items to inventory management system to produce final receiving report and make permanent update to inventory control system.
4. Assemble completed package of receiving report, invoice, and receiving document for payment; prepare and maintain backup file copy.
5. Contact vendors as required by phone and in writing to obtain adjustments, invoices, corrected invoices, credits, and proofs of delivery to resolve problems related to shipments or payments.
6. Using inventory management system, initiate receiving and pricing documents for use in checking goods and in making breakouts and distribution.
7. Maintain number control log for reports of goods received.
8. Coordinate cancellation of outstanding overdue back orders with appropriate buyer.
9. Operate a variety of office equipment, including computer hardware and software and calculators.
10. Modify, adjust, correct, or update data information systems and generate data, summaries, and reports.
11. May train and provide work direction to students and hourly help on a temporary basis.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic arithmetic.
- Bookkeeping principles and applications.
- Computer applications, including word processing, spreadsheets, and databases.
- English usage, grammar, spelling, punctuation, and vocabulary.

Filing and record-keeping techniques.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Technical aspects of field of specialty.
Telephone etiquette and procedures.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective and cooperative working relationships with others.
Explain and apply district rules, policies, and procedures.
Interact with the public using tact and courtesy.
Maintain records and prepare reports.
Make arithmetic calculations.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Operate standard office machines and equipment, including calculators.
Perform accounting clerical work of average difficulty with minimal supervision.
Type/keyboard at 45 words per minute.
Understand and follow oral and written directions.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school, including or supplemented by training in bookkeeping, and one year of clerical accounting experience involving public contact.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum requirements.

Environment:

Favorable, usually involves an office.