

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OHIO**

**JOB DESCRIPTION  
FOR  
DISTRIBUTION CENTER COORDINATOR**

**QUALIFICATIONS:** Minimum requirement Associate degree in Business or Accounting with computer experience required.

**GENERAL DUTIES:** Coordinate accounting functions required for the operation of the Distribution Center.

**SPECIFIC DUTIES:**

1. Execute all transactions within the Distribution Center as needed.
2. Maintain and submit all accounting and recordkeeping reports to the Board of Education office.
3. Process daily Distribution inventory transactions.
4. Process counter sales, issue items to high school and adult students, instructors, customers, accept student payment(s) and returns.
5. Assist in sale of tools/workbooks to high school students during sales week before beginning of school year and at intervals during school year for adult students.
6. Assist in balancing cash register, prepare and verify department deposits and make daily deposits.
7. Maintain record of customer invoices and issue monthly statement for outstanding balances.
8. Prepare cash proof and sales report for Treasurer's office.
9. Prepare monthly invoices and mail to students parent/guardian for outstanding balances.
10. Notify Director of Operation's secretary of outstanding seniors obligations as of May 1; and, notify secretary when payment is made.
11. Maintain list of student tool rentals.
12. Process, maintain and issue hardship waiver notification.
13. Check records of student who withdraw, issue credit for returned items and notify Board office of the transaction.
14. Prepare requisitions for invoices received on monthly open purchase orders.
15. Prepare resale items in accordance with Board policy and update prices on Student Information system.
16. Restock and maintain distribution inventory. Submit monthly reports to the treasurer's office. Issue inventory printout to supervisors and/or instructors.
17. Perform annual physical count of inventory items; make needed adjustment and send completed report to Treasurer's office.
18. Affix inventory tag(s) to appropriate items received and complete paperwork to notify Board office for addition to fixed asset inventory.

19. Maintain schedule and refueling of Distribution Center vehicles.
20. Assist the Director of Business Affairs with all van/bus field trips and required record keeping; and arrange for drivers.
21. Monitor all receiving/shipping of hazardous products, fuels, welding gases, etc to maintain safety and security of same.
22. Monitor the bullpen gate.
23. Handle transactions with Govdeals.com.
24. Have/obtain a forklift certification in order to unload trucks and move items around the school.
25. Have/or obtain a Bus License and be able to assist in driving bus routes or field trips as needed.
26. Assist Technology Department with loaner chromebooks/chargers, enter tickets for repair, issue chromebooks, and handle password resets as needed.
27. Perform other duties as assigned by the Superintendent and/or his/her designee