

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

existing

**JOB DESCRIPTION
FOR
DISTRIBUTION CENTER ACCOUNTING COORDINATOR**

QUALIFICATIONS: High school diploma or equivalent
Accounting and computer experience preferred

GENERAL DUTIES: Coordinate accounting functions required for the operation
of the Distribution Center.
Supervise Distribution Center Receiving and Sales
Coordinator and Distribution Center Part-time employee(s).

SPECIFIC DUTIES:

1. Be aware of and be able to execute all transactions within the Distribution Center as needed.
2. Act as official recordkeeper for the Distribution Center and submit records to the Board of Education office as directed by the Superintendent and/or his/her designee.
3. Process daily inventory transactions on inventory system.
4. Process counter sales, issue items to high school and adult students, instructors, customers, accept student payment(s) and returns supplying documentation as requested by Superintendent and/or his/her designee.
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 deposit daily supplying documentation as requested by the Superintendent and/or his/her designee.
7. Maintain record of outstanding bills and check with instructors for outstanding customer bills at year-end checkout.
8. Prepare cash proof and sales report for Treasurer's office.
9. Assist with preparation of individual invoices to be included with grade cards for students owing money.
10. Assist with notification to assigned secretary of seniors who owe money so diplomas may be withheld; and, notify secretary when payment is made.
11. Assist in maintaining list of student tool rentals and hardship waivers.
12. Check records of student who withdraw, issue credit for returned items and notify Board office of the transaction identifying all student obligations.

13. Balance monthly statements from vendors, prepare requisitions for items received on monthly open purchase orders, and notify Treasurer's office of totals
14. Print monthly Issues Report, Account Receivables Report and complete inventory report. Assist with physical count of inventory items; make appropriate adjustments; send (via email) completed inventory report to Treasurer broken down by general category and student resale items
15. Issue inventory printout to supervisors and/or instructors for use when reordering student sales items.
16. Assist with preparation of resale items in accordance with Board policy and update prices on DASL system.
17. Have instructors approve and return student sales list for respective programs indicating any changes.
18. Assist with checking inventory and ordering as needed to maintain appropriate quantities in stock.
19. Notify supervisors when student resale item stock is depleted so stock can be reordered as necessary.
20. Assist in obtaining repair quotes from vendors for hand tools and vocational areas and supervise delivery/pick-up for repair of same.
21. Assist administrative staff, instructional staff, Student Services department and Board office personnel with issues concerning student sale, rentals, purchase orders, hardship waivers and stocked items.
22. Affix inventory tag(s) to appropriate items received and complete paperwork to notify Board office for addition to fixed asset inventory.
23. Assist with shipping and receiving of school merchandise, loading and unloading of same, maintain records for each including items returned for credit.
24. Assist in distribution of supplies to designated departments.
25. Schedule use of and maintenance of Distribution Center vehicles, refuel school vans for trips, and schedule pickups with Distribution Center truck.
26. Assist in planning for and use of vans/buses for field trips with designated secretary, making sure driver is available and submit copy of log for same to Board office on monthly basis.
27. Assist in handling pickup and delivery of school newsletter for mailing.
28. Supervise Distribution Center Receiving and Sales Coordinator and/or part-time Distribution Center employee(s).
29. Maintain a clean, neat, and orderly work area.
30. Maintain in-service training of Distribution Center Receiving and Sales Coordinator to maintain operation of Distribution Center in absence of Distribution Center Accounting Coordinator.
31. Upon direction of the Superintendent and/or his/her designee maintain an operational design process which incorporates technological advances commensurate with philosophy and/or Pioneer methodology.
32. Monitor all receiving/shipping of hazardous products, fuels, welding gases, etc to maintain safety and security of same.
33. Assist in the monitoring of the bullpen gate.
34. Perform other duties as assigned by the Superintendent and/or his/her designee

Revisions

**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.

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 (work schedule adjusted to meet needs of sales week) 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 send out for outstanding balances.
10. Notify Director of Operation's secretary of outstanding seniors obligations as of April 1 and May 1; and update daily after May 1.
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 oversee 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.
34. Perform other duties as assigned by the Superintendent and/or his/her designee