

ROUND MOUNTAIN WATER AND SANITATION DISTRICT

RESOLUTION NUMBER 2020 - 08

RESOLUTION AUTHORIZING A TEMPORARY PART TIME INVENTORY CLERK

WHEREAS, RMWSD has currently a full-time Assistant Bookkeeper/Collections Specialist that previously tracked and documented District inventory, and;

WHEREAS, with the increasing workload of the district's business office, it has been determined to be in the district's best interest to hire a temporary part-time Inventory Clerk, and;

WHEREAS, this is a new position in the district that does not have a Job Description yet written.

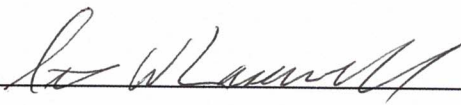
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROUND MOUNTAIN WATER AND SANITATION DISTRICT, COLORADO:

That the attached job description for a temporary part time Inventory Clerk which establishes the duties and rate of pay is approved, with an effective date of February 1, 2020.

ADOPTED, this 5th day of March, 2020.



Charles Bogle, Chairman

ATTEST: 

Steve Lasswell, Vice-Chairman



ROUND MOUNTAIN WATER AND SANITATION JOB DESCRIPTION

TITLE: TEMPORARY PART-TIME INVENTORY CLERK

PAY: PAY \$18.50/HR

SUPERVISOR: OFFICE MANAGER/DISTRICT MANAGER

FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

The Inventory Clerk will be responsible for recording all inventory purchases, usages and adjustments each month in order to report accurate inventory balances to the Board of Directors, RMWSD Management and the District's Auditors.

GENERAL STATEMENT:

This position requires a motivated, versatile, and detail-oriented person capable of working effectively with supervisors, co-workers, and other District employees. He or she is expected to obtain and maintain the respect of co-workers, managers, and others encountered in the course of District business.

DUTIES AND RESPONSIBILITIES:

Essential Activities

1. Enter all inventory purchases and usages by month on Inventory spreadsheets
2. Balance to Account 140 of the General Ledger monthly
3. Twice per year perform a physical count of inventory with outside technicians and prepare journal entries to make necessary adjustments
4. Prepare all reports necessary for auditors to perform physical count with outside technicians on a timely basis
5. As necessary, create templates that will streamline the inventory reporting processes

ROUND MOUNTAIN WATER AND SANITATION

JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES:

1. Remain calm and courteous in dealings with fellow employees and supervisors.
2. Concentrate on detail, despite interruptions and other distractions.
3. Express objective observations in clear, concise oral and written form.
4. Accurately enter data in computer databases, spreadsheets and word processing programs.
5. Ability to coordinate one's efforts as a team member is essential

MINIMUM QUALIFICATION REQUIRED:

CERTIFICATIONS AND LICENSES:

1. This employee must possess and retain a valid Class "R" Colorado Driver's License. Revocation, expiration or suspension of certificate automatically and immediately disqualifies a person from continued employment in this position.
2. Employee is required to have and maintain a dependable automobile, with valid liability insurance.

EDUCATION:

Minimum: High school diploma or equivalent

EXPERIENCE:

At least five years of relevant experience in inventory reporting and bookkeeping duties

TERMS OF EMPLOYMENT:

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this temporary part-time job.