

## Job Title: **Inventory/Finance Associate**

### **General Accountabilities**

- Procure all materials and services required to support operations from the right supplier, at the right price, to maximize profitability, following established purchasing policies and procedures
- Enter purchase orders into the system, verifying specifications, lead times and price in a timely manner.
- Ability to adapt to changes in the work environment, manage competing demands; able to deal with frequent change, delays or unexpected events
- Excellent analytical, planning, organization skills and the ability to work independently
- Strong attention to detail
- Take responsibility for accurate and on-time delivery of parts and components; follow-up on POs with suppliers and manage delivery date expectations as necessary with all relevant colleagues
- Maintain min/max inventory
- Receiving orders in software
- Create, distribute, and process invoices and verify correctness, contact vendors as necessary for accounts payable to correct or verify information.
- Monitor and follow up on all outstanding receivables, make collection calls as needed.
- Prepare clear, professional, effective written email correspondence.
- Maintain full confidentiality of all company finances
- Cycle counts/organizing parts
- Report to Director of Operations, offering assistance as needed for various projects not limited to purchasing/inventory
- A/P and A/R Data entry
- Filing
- Any other tasks or duties as assigned or requested by Director or Operations or CEO.

### **Job Qualifications**

- Education: High School Diploma or equivalent.
- 2 years' experience in inventory/purchasing preferred
- 2 years' experience in Accounting, A/R and A/P

### **Physical**

- Dexterity, full use of senses including capability to sit, stand for prolonged periods, walk, climb, reach, bend and maneuver around equipment and work areas.
- Some lifting and or moving in excess of 20 lbs.