



### JOB DESCRIPTION

<b>Position:</b> Receiving & Inventory Administrator	<b>Dept:</b> Farm & Garden Center
<b>Supervises:</b> N/A	<b>Reports to:</b> Store Manager
<b>Reviewed by:</b> Human Resources Dept.	<b>Updated:</b> 02/24
<b>Job Summary:</b> Oversees all POS and QuickBooks activities, purchase orders, receiving vouchers, and accounts payable and receivable tasks. Responsible for administering inventory.	

**Essential Duties and Responsibilities include the following (other duties may be assigned):**

- Completes all accounts payable duties from filling in Purchase Orders to creating and Receiving Vouchers and cutting checks in a timely fashion.
- Ensure we receive whatever discounts from vendors are available.
- Ensures that all merchandise is checked in properly and received into inventory in an efficient, timely manner. Make sure everything is labeled with a price tag and item number. Submits credit requests to a vendor for any damaged merchandise in a timely fashion.
- Ensures that all merchandise is priced accordingly to proper margins by department.
- Responsible for performing intermittent inventory counts throughout the year.
- Makes inventory quantity and cost adjustments as necessary.
- Performs administrative duties such as ordering store and office supplies, sending, and receiving mail, etc.
- Performs Accounts Receivable duties such as Sales Order balance collection.
- Works closely with vendors to orchestrate shipments and deliveries of merchandise.
- Performs other duties as needed.

**Education and/or Work Experience:**

High school diploma or GED required/Associate’s degree preferred. Horticulture knowledge and retail garden center highly desired. Minimum 2 years of experience using QuickBooks and POS software.

**Knowledge, Skills, and Abilities:**

Extensive computer skills including QuickBooks, POS, Excel, and Word. Extremely task-oriented and organized. Some accounting skills are necessary including understanding margins and budgets. Able to use a forklift.

**Physical Job Requirements:**

Require moving one's whole body, such as in climbing, lifting, kneeling, balancing, walking, stooping, and repeatedly bending, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials; Requires stamina to exert oneself physically over long periods; Must be able to move or handle material generally weighing 0-75 pounds. May be exposed to pesticides and other hazardous materials: Outside work with regular exposure to outside weather conditions.