



## South Alabama Gas District Job Description

**Job Classification:** Staff Accountant / Inventory Clerk

**Immediate Supervisor:** Comptroller

**Job Summary:**

Responsible for: Conducting appliance inventory activities such as purchasing, stocking, and transferring. Reconciling physical inventory counts to general ledger. Assist Comptroller with monthly reconciliations and month-end requirements.

**Responsibilities:**

1. Order appliances as needed.
2. Assist customer service representatives with display area of showroom.
3. Receive shipments insuring proper distribution of product and paperwork.
4. Insure inventory transfers to branch offices are processed.
5. Conduct monthly physical inventory count and post adjustments as needed.
6. Reconcile appliance inventory to general ledger monthly.
7. Assist with monthly account reconciliations.
8. Assist with month-end and year-end financial close process.
9. Participate in budget preparation.
10. Perform other tasks as assigned or required.

**Qualifications:**

1. Ability to meet the public.
2. Working knowledge of inventory control.
3. Working knowledge of warehouse management.
4. Extensive knowledge of accounting principles and office procedures.
5. Extensive knowledge of computer related skills.
6. Maintain current Alabama driver's license.
7. Maintain applicable Alabama LP Gas Board certifications.
8. Maintain applicable Operator Qualification certification.

**Experience, Training, Education:**

1. High school diploma or equivalent
2. Experience in meeting and serving public
3. Two (2) year's experience in warehouse management
4. Two (2) year's experience in accounting or related field

**Physical Characteristics:**

1. Ability to perform physical tasks associated with job responsibilities.

**Other Characteristics:**

1. Willing to work long hours (overtime as needed)
2. Willing to work Saturdays
3. Willing to attend and participate in training program.
4. Willing to attend meetings and other activities after work hours.
5. Willing to comply with dress code, wearing appropriate attire for daily task activity.