**OPERATION SCHOOL BELL® - INVENTORY MANAGER**

**Job Description**

***Reports to VP, Philanthropic Programs***

* Maintain the electronic data of inventory in the POS (Point of Sales) system through interaction with buyers and vendors. This can be done either at the OSB warehouse on the “Red” computer, or by logging in remotely using “GoToMyPC.com”. Most of this job can be done from home.
* Oversee Purchase Orders and enter into the POS system - keep physical copy of Purchase Orders to reconcile. Buyers will “check in” their merchandise and report to you exactly what they received.
* Provide treasurer with invoices to be paid, then verify that invoices are paid in a timely manner. (Treasurer will email you with date the invoice was paid.)
* Assist with physical inventory (early November) and reconcile in POS when complete. This job is shared with the Reports Manager.
* Print bar codes for buyers when their merchandise arrives.
* Add new bar codes to POS when needed. As inventory is received, verify bar codes are in the system. (This sounds hard but is really very simple.)
* Work with Reports Manager and OSB Chairman to provide buyers a projection of items needed (by size, color, style) for the upcoming OSB year and assist with merchandise ordering when needed.
* Assist VP, Philanthropic Programs (hereinafter VP) in budget forecasting and determining average cost of OSB items using the “Budget Spreadsheet” excel template on the Red computer.
* Communicate with Grants Chairman if they have questions pertaining to what we give away and cost of items given away. Supply invoices when needed for specific grants (i.e., duffels).
* Volunteer as a scanner once every week or every other week during OSB session.
* Report to OSB Chair and complete report for monthly Board report.
* Assist Reports Manager as needed.

**Required Skills:**

* Effective communication skills (written and oral)
* Excellent computer skills (Excel, Word, Google Sheets) in order to complete and submit reports.

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. VP will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Weekly Duties (as needed):**

* Copy VP on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy VP for approval.

**Monthly Duties (as needed):**

* You will be required to submit an updated monthly report prior to each Board meeting. This will be sent to VP, who will then report to the Board.
* Keep track of all of your expenditures and watch the Treasurer’s report to make sure the information in your category is up to date and correct.

**JANUARY:**

* Make sure there are no outstanding invoices or merchandise that has not yet been received from the previous Operation School Bell (OSB) session.
* Enter Beyond the Bell (BTB) Winter distributions (if applicable) into the Point of Sale (POS) system and update BTB Chairmen with their total distribution receipts.
* Make sure all Physical Inventory numbers are up to date in the POS. Recount merchandise if needed. Work with Treasurer to ensure totals match with reporting.
* Work with OSB chairman to enlist merchandise buyers/chairmen for upcoming OSB season.
* Discuss any merchandise changes with OSB chairperson and relay that information to buyers. (i.e., uniform changes, budget adjustments, etc). This should also reflect any survey suggestions that the OSB Chair sent to social workers.
* Check with buyers to see if they have recommendations for new vendors or new styles for current merchandise.
* If you feel it is necessary to attend the Off-Price Show in Las Vegas, determine who will be attending in February (usually 2nd or 3rd week). Coats and Winter Sets buyers usually attend so they can select a good assortment of styles. Assistance League budget for this event is usually $2,000 and will typically cover the cost of two people to attend. Suggest talking to vendors to make sure they will be there and that orders don’t need to be in to them PRIOR to the February show. Covid has disrupted supply chain and in 2021, 2022 and 2023, orders needed to be placed in December and January at the LATEST in order to “guarantee” for August OSB session. Recommend trying to connect with other Assistance League OSB representatives if going to share ideas and network.

**FEBRUARY:**

* If going, make sure flights, hotel and registration are complete for Off-Price show.
* If going, coordinate informational meeting with OSB chairman to meet with all buyers to discuss order spreadsheets, budgets, any new information for the upcoming year. (Needs to be done prior to Off-Price show.)
* Work with Reporting Manager to make sure buyers have current inventory numbers and ordering information (33% buffer, etc). This needs to be done AFTER final inventory and BEFORE Off-Price show.
* Attend Budget Committee meeting to determine budget for upcoming OSB session.
* Revise and send all new order spreadsheets to buyers so they can begin ordering merchandise. Ensure that all invoices are email copied to you as well as the vendor. You will need this information to check order in when they start arriving at Northbrook.
* Keep track of order totals in “Budget Spreadsheet” on Red computer to keep a running total of orders and for accurate “Item Prices” for POS and scanners. **BE SURE THIS IS KEPT UP TO DATE**!
* Print inventory barcodes as shipments come in. Only print when each shipment arrives so ensure orders are counted correctly. (if extra tags, we are missing items / if not enough tags, they sent too many)
* Print shirt order signs for walls. This template is on the red computer training folder.

**MARCH:**

* Continue to track “weighted average” prices in Budget Spreadsheet for each category of clothing based on invoices received. This will include shipping charges. Be sure to copy OSB buyers, Treasurer, Grants Chairman, Philanthropic Chairman, and OSB Chairman once all orders have been received.
* Work with Treasurer to make sure she has inventory totals from November and reconcile any differences.
* Follow-up with merchandise buyers to make sure orders have been placed with vendors.
* Order WHITE barcode labels if needed. Decide a color for the year and order highlighter markers accordingly. (Refer to training binder at Northbrook for reorder information.)

**APRIL:**

* Merchandise may start to arrive. Be sure to coordinate check-ins with buyers and emphasize the importance of getting it checked in quickly so invoices can be paid in a timely manner so as not to jeopardize credit with vendors.
* Print all barcode tags as needed for buyer check-in workshops. This should be done from the **INVOICE** and not the **ORDER FORM** (items may be substituted from initial order). Print total number of tags for each item. If any missing or leftover tags, double check invoice against received items. This is very important to make sure inventory numbers are accurate in the POS.
* Create a “workshop calendar” for tagging and checking in merchandise. This will be used by the OSB Chairman in her end of the year report.
* Begin uploading any revised spreadsheets, order forms, etc on Google Drive so buyers and chairmen have access to them.

**MAY:**

* Make sure all buyers have placed their orders.
* Continue to assist with check-in workshops.

**JUNE:**

* Majority of merchandise should come in this month. If not there to assist with check-ins, be sure all merchandise received matches invoices and send to Treasurer for payment.

**JULY:**

* Adjust “reg price” of each item in POS to reflect last year’s new “weighted average” prices (refer to Training Manual at Northbrook). This will also change the total sale price for each “sale”. Print new “cheat sheet” for scanners so they know the new price of each item and the new total for each student.
* Go through POS and delete obsolete items from system. Make sure this will never be reordered.
* Coordinate with OSB Chairman and Reporting Manager to schedule **MANDATORY** “Scanner Training”. You will be discussing the importance of making sure each student’s end total “invoice” matches the “cheat sheet” total at each scanning station.

**AUGUST:**

* Assist in Scanner Training session.
* Make sure all merchandise has been received and tagged for start of OSB session in mid-August.

**SEPTEMBER:**

* Verify that Reporting Manager is sending WEEKLY Quantity on Hand reports to all buyers. You should be copied on this as well.
* Check to make sure Quantity on Hand numbers are substantial. If not, work with buyers to order merchandise if needed.

**OCTOBER:**

* Important to make sure merchandise quantities are viable to get through the end of the OSB session. If quantities are very low and toward the end of OSB session, may need to work with buyers to find replacements within Indianapolis area (Walmart/Kohl’s/Target, etc).

**NOVEMBER:**

* Work with Reporting Manager to coordinate Physical Inventory after all of the students have been served and after each merchandise area has been organized after OSB has been completed. Be sure to schedule this AT LEAST one week after all OSB and BTB sales/receipts have been completed.
* Enter physical inventory counts into POS. Work with buyers if any adjustments need to be made.

**DECEMBER:**

* Try to take the entire month off!

**Other Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.

**Helpful Suggestions for Future:**

Signature / Date