

**PLEASE POST**

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**PUBLIC SCHOOLS OF ROBESON COUNTY  
POST OFFICE DRAWER 2909  
LUMBERTON, NC 28359**

**VACANCY ANNOUNCEMENT**

**DATE:** April 16, 2024

**POSITION:** Cost Clerk I (12 months)

**SALARY:** **GRADE 57 - \$2,704.00 monthly – Starting Salary**

**DEADLINE DATE FOR RECEIVING APPLICATIONS:** April 29, 2024

**WORK LOCATION:** **Transportation Department**

**GENERAL DUTIES:** To perform journey level administration and clerical support duties such as accounting, purchasing and inventory control

**QUALIFICATIONS:**

- A high school diploma.
- Minimum of three years' experience in purchasing, inventory control and accounting for parts and supplies preferred.

**DUTIES AND RESPONSIBILITIES:**

- Calculates all invoices and enter stock items onto state inventory
- Keying all MI's
- Prepares requisitions and purchase orders
- Maintains a computer expenditure ledger
- Researches inventory and order parts as necessary
- Reconciles inventory to insure no shortage or overages exists
- Establishes and maintains files for bills, records and correspondence
- Disperses parts to mechanics as needed
- Orders liquid inventory
- Compiles annual inventory
- Orders fuel
- Examines all invoices to assure that they are in accord with deliveries, that proper discounts have been given and taken and that they are correct before they are sent to the office for payment
- Totals all records each month for submission to the North Carolina Department of Public Instruction
- Summarizes and balances labor and parts charges from Equipment and Repair
- Parts Order (TD-18) on a daily basis-using computer
- Enters data from fuel sheets, work orders, labor and parts into the State Vehicle Fleet Management System
- Checks materials received against invoices to verify price and quantity accuracy
- Prepares parts and fuels inventory for the Annual Pupil Transportation Report (TD-1) as required by the North Carolina Department of Public Instruction
- Files daily work
- Assists in answering telephone system; provides information, records information and directs calls to appropriate person Enters materials received (parts/supplies) into SVFMS for use as inventory
- Performs other duties and accepts responsibilities as assigned

## INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be on-line with the Public Schools of Robeson County by **5:00 p.m.** on the stated deadline date in order to be considered for the position.
  
2. **New Applicants:** Must submit an **on-line application at:**  
<https://robeson.tedk12.com/hire/index.aspx>  
  
**Active Applicants:** Must **apply** for **this** job opening **at:**  
<https://robeson.tedk12.com/hire/index.aspx>  
  
**Current Employees:** Must submit **a letter of interest and resume** for **this** specific opening  
  

*Public Schools of Robeson County  
Attn: Human Resources Department  
Post Office Drawer 2909  
Lumberton, NC 28359  
Telephone Number: (910) 671-6000*
  
3. **Selection Process:** All applications received for this position will be reviewed by the Principal and the Human Resources Department. Selected applicants will be contacted for an interview. **All applications** will be retained on an active status for a period of **one (1) year**.

*The Board of Education for the Public Schools of Robeson County is an equal opportunity employer.*