

Careers in the Supply Chain

WAREHOUSE INVENTORY AUDITOR

National Occupational Classification Code – 1431

Alternative Titles:

- audit clerk, billing clerk
- budget clerk, costing clerk
- freight-rate clerk, invoice clerk
- quality assurance clerk



Industry Description

Warehouse inventory auditors calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.

General Job Description

Warehouse inventory auditors perform comprehensive procedural audits, provide reports on audits in written and verbal form, maintain audit tracking database, work with all departments to improve operations and various other quality-assurance-related duties as required.

Job Functions

Warehouse inventory auditors perform some or all of the following duties:

- Audit outgoing product count to ensure order is complete and accounted for in the inventory system.
- Monitor inventory movement within the warehouse to ensure product is tracked and accounted for accurately.
- Audit incoming product to ensure paperwork matches delivered product and inventory is updated.
- Perform inventory counts as required (including month-end and year-end inventory counts).
- Reconcile inventory counts to book balance and take corrective action as required.
- Ensure that all paperwork is accurate and follows all company policies and procedures.

Physical Demands Analysis

- Ability to get along well with others
- Good communication skills
- Work in an office environment

Position Expectations

Essential Skills	
Reading Text	2
Document Use	2
Computation	2
Writing	2
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Completion of secondary school is usually required
- Some college with training in Accounting / Inventory Control or related field preferred
- Courses in production and inventory management and ability to operate a computerized inventory system may be required for inventory clerks.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Warehouse Inventory Auditor	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>
- Essential Skills – http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml