

Channel One Regional Food Bank

Job Opening



Job Title: Inventory Controller
Department: Food Bank Operations
Classification: Full-time, non-exempt – 40 hours/week
Reports to: Operations Director

POSITION SUMMARY

The Inventory Controller supports all inventory-related activities for Channel One Regional Food Bank by ensuring inventory accuracy, integrity, and audit readiness across receiving, storage, and distribution. This role independently verifies inbound products, reconciles physical inventory to ERP records, investigates variances, and maintains required inventory documentation to support compliance and internal controls.

This role is accountable for cycle count coordination, month-end physical inventory support, inventory variance analysis, receiving verification, and inventory-related documentation and record retention. All inbound loads are independently counted, verified, and received into the ERP by this role to ensure inventory accuracy at the point of receipt. The role supports investigations of reported picking errors or missing items to validate inventory discrepancies and, when substantiated, coordinates inventory adjustments or credits in accordance with established policy and approvals. All inventory-related decisions and actions are performed under the direction of Operations Leadership. The role works closely with Warehouse, Operations, and Agency Services leadership to resolve inventory issues while maintaining appropriate separation of duties through independent verification and control-focused oversight.

ESSENTIAL DUTIES AND ACCOUNTABILITIES

Inventory Accuracy, Reconciliation & Controls

1. Accountable for the accurate receipt of all incoming inventory categories by independently verifying quantities, condition, and documentation and ensuring physical inventory aligns with calculated inventory at the point of receipt.
2. Ensure ongoing inventory accuracy by coordinating and documenting cycle counts and supporting month-end physical inventory counts and reconciliations.
3. Investigate, document, and support resolution of inventory variances, including discrepancies related to picks, receipts, bin movements, waste, and adjustments.
4. Support consistent use of inventory control practices and documentation, including inventory journals, count sheets, variance logs, and related record retention.
5. Support inventory integrity from receipt through distribution by auditing key inventory transactions and identifying process gaps that create recurring variances.
6. Perform all inventory-related actions under the direction of the Compliance Manager, ensuring decisions, adjustments, and recommendations align with established compliance standards and approvals.
7. Accountable for auditing item setup and inventory data standards within the ERP, including item naming conventions, qualifiers, classification codes, and accounting/fee fields as applicable.
8. Audit items and inventory records for accuracy and consistency (e.g., qualifiers, coding, and other inventory attributes) and coordinate corrections with appropriate operational staff.
9. Support inventory-related data controls by identifying risks tied to access, workflow adherence, or inconsistencies.

Compliance, Documentation & Audit Support

1. Be accountable for maintaining inventory documentation in an audit-ready manner, including evidence of cycle counts, physical inventory activity, adjustments, and variance resolution.
2. Participate in internal reviews and external audits or monitoring visits by preparing inventory documentation and supporting traceability and inventory compliance inquiries.
3. Track and support completion of inventory-related compliance requirements and deadlines (e.g., inventory documentation needed for regulatory reviews and reporting inputs).

Collaboration & Training Support

1. Provide support across all inventory-related tasks, assisting Warehouse, Operations, and Agency Services teams with inventory inquiries, research, and documentation while preserving independent verification responsibilities.
2. Conduct and support agency-level investigations of reported picking errors or missing items by reviewing fulfillment records and inventory data; when discrepancies are substantiated, coordinate inventory adjustments or credits in accordance with policy and approvals.
3. Partner with Operations leadership to strengthen inventory processes, improve control points, and reduce recurring errors.
4. Support training and reinforcement of inventory control practices for staff involved in receiving, storage, picking, and inventory adjustments.
5. Communicate inventory risks, trends, and recurring control breakdowns to the Compliance Manager with recommended corrective actions.

Other

1. Maintain professional and confidential handling of inventory records, audit materials, and compliance documentation.
2. Support continuous improvement initiatives related to inventory controls, data integrity, and process adherence.
3. Perform other duties in support of day-to-day warehouse operations as assigned.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- Demonstrated experience in regulatory compliance, internal controls, audit coordination, inventory controls, or risk management.
- Experience in food banking, nonprofit operations, supply chain, government programs, or regulated environments strongly preferred.
- Formal education is valued but not required; relevant experience and demonstrated competence are prioritized.

SKILLS AND ABILITIES

- Strong attention to detail with the ability to reconcile data, identify discrepancies, and follow issues through to resolution.
- Strong analytical, documentation, and organizational skills.
- Comfort working with inventory systems, inventory journals, spreadsheets, and standard reporting tools.
- Ability to work independently while collaborating effectively with warehouse, operations, and compliance functions.
- High level of integrity and commitment to internal controls and accurate recordkeeping.
- Strong written and verbal communication skills.
- Commitment to Channel One Regional Food Bank's mission and values.
- Proficient with MS Office (Word, Excel, Outlook), database management, and internet research
- Commitment to Channel One Regional Food Bank's mission and values.

Wage and Benefits

Starting pay ranges from \$23.00 - \$24.00 per hour.

Benefits include:

- Health Insurance
- Company paid Employee Dental Insurance
- Company paid Employee Life and LTD Insurance
- 401(K) with employer match
- 9 Paid Holidays
- Paid Vacation and Paid Sick Leave
- 30 Minutes paid lunch breaks