

JOB TITLE: BOOKSTORE COORDINATOR

CLASSIFICATION: E1

SUPERVISION GIVEN: part-time bookstore employees

REPORTS TO: EXECUTIVE DIRECTOR OF FINANCE

GENERAL PURPOSE AND SCOPE OF POSITION:

Responsible for the overall operation of the campus bookstore in a manner that effectively serves customer's needs and achieves financial performance that is consistent with sound inventory and fiscal practices, College policies, and Regional objectives. This position also serves to back up Business Affairs Assistants in Accounts Payable and Accounts Receivable.

SPECIFIC RESPONSIBILITIES:

- Textbook merchandising
- Processing book and supply forms to determine quantity and titles of textbooks to purchase
- Processing book returns due to over stocking and edition changes
- Maintaining adequate book inventory consisting of only currently used titles
- Maintaining book check-out and return data for extended service sites
- Preparation of semester booklists
- Checking and pricing all textbooks
- Inventory bookstore books and supplies and file forms on obsoletes etc.
- Inventory, pull invoices, pack and ship old books for credit
- Enter book charges into SIS system
- Check, complete and copy Madison and Lawrenceburg cash receipt forms batch and transfer logs, sending to appropriate central office personnel *
- Type and complete Cash Receipt forms and FA Data Collect Batches *
- Complete transfer and batch logs *
- Merchandising of supplies and soft goods maintaining approved vendor lists
- Banking: Make deposits; obtain change for register; cash checks for petty cash; make revolving fund deposits

- Make bank transfers and daily/weekly transfer to Central Office **
- Balance cash register and assign account codes**
- Receive, copy and log student loan checks and forward to Financial Aid for approval**
- Post approved student loan checks and send notification letters**
- Log and distribute and mail paychecks
- Collect fees, sell books and supplies, charge third party financial aid accounts, answer questions about accounts, and update accounts on SIS
- Take postage meter to Post Office to ensure proper working order of meter
- Process student emergency loans
- Serve in various capacities as additional back -up to accounts payable and accounts receivable
- The above list is not to be construed as an exhaustive list. Other duties logically associated with the position may be assigned.

NOTE: Items designated * = Duties which serve to back-up to Accounts Receivable

Items designated ** = Duties which serve to back up Payroll

EDUCATION AND EXPERIENCE:

Associates Degree in related field required, or equivalent related work experience and training in retail operations; Bachelor's Degree preferred; Typing, filing and other general clerical skills required. Working knowledge of office machines including; electronic cash register, ten-key calculator and copy equipment. Working knowledge of Microsoft Office. Ability to deal with confidential information. Appropriate level of knowledge in accounting procedures and strong Math skills. Must have strong oral and written communication skills and be able to exercise good judgment in dealing with the public. Excellent organizational skills a must. Demonstrated supervisory skills.