Position Description

Position: Bookstore Manager  
Department: Finance Office  
Contract: 12 Months/Hourly  
Supervisor: Chief Finance Officer

DUTIES & RESPONSIBILITIES:

Responsibility: oversees all operations of the University Bookstore.

DUTIES INCLUDE:

- Direct sales of all academic materials and non-academic materials. This includes but is not limited to; textbooks, class supplies, promotional items, arts & craft items, and food etc.
- Maintains records of all cash sales and accounts receivable; this includes all student, staff, departments, and outside customers
- Maintain and Record through Quick Books Point of Sales system; sales, inventory, accounts receivable, tax information, and any other financial functions the system maybe require.
- Conduct a comprehensive inventory with the Property & Supply Manager of the University bookstore on a semi-annual basis.
- Maintain an orderly storage area of all academic materials and non-academic materials
- Maintains an accurate, organized, and confidential filing system of all University Bookstore documentation. E.G. Student Receivables
- Notifies student, customer, and SGU personnel of any changes within the bookstores operations.
- Assist with annual Audit.
- And, any other duties as assigned by the CFO.

CONFIDENTIALITY: The Sinte Gleska University Accounts Payable Manager agrees to maintain strict confidentiality regarding FERPA, HIPPA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

QUALIFICATIONS: Seeking a professional responsible individual with a BA or BS degree in Business or 4 years of experience in the retail field. Individual must have knowledge of; point of sale systems, general mathematics, general office equipment, and computer proficient; specifically working well with Microsoft Office.
programs. Individuals must have organizational skills, an eye for detail, can work well under pressure. Individual must be professional and courteous as you will be working with students, staff, faculty, vendors and customers.

*****ACKNOWLEDGEMENT*****

By signing below you have acknowledged that you have met with your supervisor, and have discussed and understood the duties set forth in the Job Description.

________________________________________  __________________
Employee Signature                          Date

________________________________________  __________________
Supervisor Signature                        Date