

STONE CHILD COLLEGE

VACANCY

BOOKSTORE MANAGER (full-time)

Opens: December 1, 2017

Closes: Closes: Monday, December 11, 2017 4:00 p.m.

Job Summary

Provide a resource for students to obtain the necessary course materials to be successful in their coursework. Departmental goal is to continue to improve financial procedures to minimize or eliminate audit findings

Duties and Responsibilities

- ◆ Oversee all aspects of bookstore operations including sales, daily balancing, merchandise management
- ◆ Responsible for ordering, pricing, and tracking all and used books
- ◆ Work closely with the faculty on textbook selections and changes
- ◆ Coordinate book returns and textbook Buy-Back events
- ◆ Greet and assist the public in a professional manner
- ◆ Receive and issue receipts for checks and cash payments
- ◆ Other duties as assigned

Knowledge – Skills – Abilities (qualifications)

- **Minimum Qualifications: One year certificate in accounting and two years' experience in an accounting position; Preferred Qualifications: Associate's degree in Business and three years' experience in accounting. Candidates should be highly organized**
- **Knowledge of:** using computerized accounting software (ABILA), and Excel. Knowledge of generally accepted accounting procedures and principles.
- **Skills:** in completing assignments accurately and with attention to detail.
- **Ability to:** communicate effectively in both oral and written form. Ability to compile, organize, interpret, and communicate accounting data and prepare financial and accounting records.

To apply submit the following for a complete application for screening:

- ⇒ SCC Application and Current Resume
- ⇒ Letter of interest
- ⇒ Three letters of reference
- ⇒ Transcripts
- ⇒ Background Check

