

**Vail School District  
Job Description**

**Job Title: Bookstore Manager**

**Department:** School

**Reports To:** Principal

**FLSA Status:** Non-Exempt

**Classification:** Classified, Hourly

**Level:** 13

**Revised:** 10/2015

**SUMMARY:** Responsible for the operation and activities of the school bookstore in accordance with District policies and procedures and for the accurate collection, disbursement and accounting for related funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Complies with district policy, school expectations and procedures, generally accepted accounting principles, and the Uniform System of Financial Records (USFR) Chart of Accounts.
- Orders, receives, inventories, prices, returns overstocked or defective items, and stores school related supplies, student laptops, textbooks/workbooks, and school- and club-sponsored items.
- Collects monies and issues receipts for class fees, student debts, returned checks, scholarships, student activities, and school fees (e.g., sports activity fees, ID cards, yearbooks, intersession, summer school, parking permits, etc.) Reconciles financial transactions, daily deposits and prepares daily reports.
- Monitors student, class, tax credits, donations, auxiliary and club financial records, account balances, and related financial activity for the purpose of ensuring accurate allocation, collecting related revenues, recording expenses, and ensuring fiscal practices are followed.
- May maintain financial records for the athletic accounts, as directed.
- Maintains accounting records for student outstanding account balances and works with parents and students to collect monies owed. Notifies school representatives of issues and concerns, when appropriate.
- Generates requisitions for purchases and creates required documentation (bids, quotes).
- Provides reports on student activity funds on a regular basis to sponsors and staff.
- Prepares daily, monthly, quarterly, and annual reports and correspondence, as required.
- May act as liaison between school and district business support services to answer questions and provide documentation regarding financial transactions and reports.
- May work with the athletic director to coordinate and support AIA and school sport requirements and reporting, as assigned.
- Maintains student confidentiality and sensitivity to a diverse student population.

**SUPERVISORY RESPONSIBILITIES**

This position may indirectly supervise employees working selling or taking tickets at school events and students working in the bookstore.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED); and
- At least two years education coursework in business administration/retail or four years of increasingly progressive experience, preferably in bookkeeping, required.
- A good working knowledge of bookstore functions and responsibilities is preferred.
- Or any combination of education, training, or previous related work experience as approved by the school principal.

### **ABILITIES**

- Ability to demonstrate current knowledge and proficiency in working with billing software, computers, and other types of technology.
- Strong organizational and interpersonal skills.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Ability to work within budgetary and procurement guidelines and to support District goals and objectives. Ability to provide oversight over allocated funds and grants.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

### **CUSTOMER SERVICE SKILLS**

Ability to manage difficult or emotional student, parent, employee or vendor situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service, information and assistance. Meets commitments.

### **ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely

decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others. Ability to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. This position may perform duties indoors and outdoors and may encounter a variety of weather conditions, including heat, wind, dust, rain, thunderstorms, and humidity. This position may perform duties during daytime hours, and during late afternoon or evening activities and events, as assigned. This position may also be expected to work on a weekend or holiday, depending on the assigned event or activity to be covered.