Business Manager, Bookstore

Job Code 00001053

General Description
Responsible for supervising the bookstore’s accounting department by developing, reporting, and managing the financial systems of the organization.

Examples of Duties
Maintain the bookstore point of sale and inventory systems.
Assist in the development of budgets and goals for the fiscal year.
Develop and maintain opening and closing procedures.
Supervise and manage the bookstore accounting department.
Manage MBS system functions as the AS/400 System Security Officer.
Supervise the generation of the daily sales report, petty cash audit report and daily deposits.
Review and analyze the accounts receivable processes.
Oversee the IDT transaction function.
Maintain revenue/expenditure data.
Oversee the production of the retail inventory report.
Oversee stock ledger adjustments of price changes.
Manage retention system.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Texas State University policies and procedures; bookstore policies and procedures.

Skill in: Communicating effectively in English; completing reports, memos, forms, special orders, proposals and analysis; working as a team member; interacting courteously with public; establishing rapport; supervising others; identifying barriers to effective teamwork; analyzing and resolving computer system problems.

Ability to: Understand job instructions; use basic business English; understand policy and procedure manuals; communicate effectively in English; perform intermediate math; explain policies and procedures; negotiate; use computer for reports; operate cash register; interact with faculty, staff and students.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Reviewed on 5/17