AUBURN
Human Resources

Mgr, Bookstore Financial Aff

Job Description

JOB INFORMATION

Job Code	EF17
Job Description Title	Mgr, Bookstore Financial Aff
Pay Grade	SL07
Range Minimum	$42,990
33rd %	$51,590
Range Midpoint	$55,890
67th %	$60,190
Range Maximum	$68,780
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/28/2022

JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

Reporting to the Dir, Bookstore, this position provides accounting, financial, and administrative support for the Auburn University Bookstore. Manages financial operations, personnel, and work flow in the Bookstore business office. Ensures financial practices are in compliance with state laws and university policies and guidelines. Assists with the financial tracking of merchandise for resale from receipt through payment.

RESPONSIBILITIES

- Oversees and supervises financial operations including: accounting, accounts payable, accounts receivable, contract billing, daily deposits, monthly recap preparation, invoicing, payroll and general office duties. Performs financial month-end procedures in the point of sales system.
- Reviews, investigates and corrects errors in financial entries, documents and reports, within the Bookstore ERP system and Banner. Audits and corrects inventory errors. Provides reporting and assists with internal and financial audits of documentation and procedures. Ensures and maintains proper documentation of transactions. Determines proper handling of financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and approves within designated limits, policies or contracts.
- Reviews and approves vender vouchers, invoices, purchase requisitions, collection reports, journal voucher or other transactions in compliance with approved budgets and University/department procedures
- Prepares or coordinates the preparation of contract billing charges, All Access e-bill spreadsheets and transactions. Balances e-bill receivables.
- Advises employees on policies and procedures concerning operational issues related to business and financial operations, and inventory control. Serves as point of contact for financial matters within the Bookstore to other departments on campus.
- Assists with preparation of budget reports, department allocation reports, and inventory reports or other specialized reports or analysis on a regular or ad hoc basis. (Management One Reports; ICSR Reports; NACS Financial Survey Reports - all use financial and inventory data out of point of sales system).
- Formally supervises administrative support and financial/budget staff to provide consistent and organized business and operational support to internal and external customers. Oversees daily tasks of staff as well as hiring, scheduling, assigning, training, coaching; and performance management.
- Performs store opening and closing supervisory duties. Ensures the office operates professionally and provides exceptional service to Bookstore employees, visitors and guests.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In MIS, Marketing, Accounting, Finance, Business or related field.	and	4 years of	Experience in business, financial analysis, and budgeting. Experience in retail management or retail accounting can be substituted for any degree.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles, retail accounting, cost accounting and/or inventory management.	
Knowledge of AU administrative and financial policies and procedures (can be learned on the job)	
knowledge of principles and processes for providing customer service	
knowledge of administrative, financial, and clerical procedures and systems.	
Proficiency in the use of office software applications including Microsoft Office: Word, Excel, PowerPoint.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.