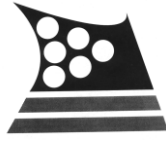


Blackfeet Community College



Position Description

Bookstore Technician

Closing Date	August 19, 2011 at 3:00 p.m. MST
Department	Auxiliary Services, Bookstore
Personnel Definition	Classified, Regular Full Time
Term of Employment	26 pay periods
FLSA	Non-exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none">• Auxiliary Services Director• Deputy Financial Officer• Chief Financial Officer• President• Board of Trustees
Supervision Exercised	None
General Statement of Duties	Under the direction of the Auxiliary Services Director, is responsible for operation of the Bookstore, including book orders, financial reporting, accounts receivable, and accounts payable.
Specific Area of Duties	<ul style="list-style-type: none">• Compile book orders from course data sheets.• Place book orders for each semester.• Follow up to ensure the books are received.• Places additional book orders when necessary.• Compiles invoices for quarterly accounts payable, working closely with the Business Office.• Processes student accounts receivable for the quarterly PELL and other program payments.• Orders different lines of merchandise to continually expand the bookstore merchandise.• Produces sales reports regularly, ensuring that all invoices match the sales report and the cash in the till.• Deposits revenue on a regular scheduled basis.• Processes any orders received.• Serves as the sales clerk.• Posts daily activity accounts and receipts• Other duties necessary to the function of BCC, as needed.

Qualifications	<ul style="list-style-type: none"> • Minimum of an associate degree in Business Management, Small Business Management or related field; and • Minimum of 2 years of retail sales experience.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of bookkeeping/auditing/inventory • Knowledge of store layout/marketing • Accounting • Business Management • Retail Merchandising • Reporting • Records Management <p>Skills Required:</p> <ul style="list-style-type: none"> • Organizational Skills • Marketing Skills • Excellent Math skills • Good oral and written communication skills • Computer skills in the operation of a variety of computer software <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to operate office equipment • Ability to work well under pressure and meet deadlines
Complexity	This position requires, in addition to the above, multiple-task management and decision-making skills that are relevant to the operation of the Bookstore.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Bookstore.
Physical Demands	Work setting is generally in a bookstore setting. Standing, use of a cash register with relevant software, walking, lifting and moving of objects is required.
Guidelines	<p>The employee will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Finance Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.