

Job Title:	<b>BOOKSTORE CLERK</b>	Reports to:	<b>Business Manager</b>
FLSA status:	<b>Non-Exempt</b>	Supervisor duties:	<b>None</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	The School Store Clerk is responsible for providing oversight and customer service delivery in the day-to-day operation of the school store serving as a liaison to student, faculty, staff and vendors.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of district policies and procedures.
- Organizes the office; orders and maintains supplies; opens and processes incoming mail; receives and places telephone calls and recorded messages; maintains an organized filing system; greets and assists visitors; operates a variety of office machines
- Composes correspondence independently using proper business English, grammatical usage and punctuation.
- Organizes and operates self-service bookstore during registration.
- Selects, orders, sells and maintains inventory of student supplies.
- Prepares itemized inventory for auditing purposes.
- Files student receipts and all activity records and receipts.
- Functions as cashier for daily receipts and change for students and staff.
- Handles all monies for student activities and high school district accounts.
- Prepares cash boxes and tickets for all athletic events and student activities; balances and receipt of monies after event.
- Prepares daily cash summary report and balance of cash.
- Deposits daily money receipts.
- Responsible for yearbook sales and distribution; senior announcement orders and distribution; senior cap and gown measurements and orders; class ring orders and distribution; transcript orders and receipts.
- Responsible for musical production ticket and receipt control, delivery of tickets and cash box production nights.
- Distributes graduation photos.
- Processes student withdrawal clearance of locker, charges and credit refunds.
- Provides tax credit reports
- Receive and process receipts, donations, gifts, and tax credits for deposit
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of accounting and adept and accurate at working with numbers
- Skill in operation of computer system and a variety of computer applications.
- Ability to produce accurate work with speed.
- Ability to manage multiple projects and deadlines.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent, Associate's Degree preferred
- Two years office experience, preferably in a public school system with emphasis in bookkeeping

**Computer Proficiency:** MS Office Suite, Student Management Software, Google Suite

## **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 the 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 required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

## **WORK ENVIRONMENT:**

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*