

Birmingham Community Charter High School

ASB/Student Store Manager

Title: ASB/Student Store Manager
FLSA Status: Exempt
Reports to: Chief Business Officer
Supervises: Student TAs

Purpose:

To operate an on-campus student store and to maintain an adequate stock and inventory. Employees in this position receive general supervision from a school site administrator or his/her designate within a framework of established policies and procedures. Employees in this position direct and supervise student assistants. This job classification performs a variety of routine but responsible tasks in the effective implementation of store/concession operations and requires communication and organizational skills as well as knowledge of specialized procedures and methods utilized in the stocking/ "retailing" activities.

Essential Duties and Responsibilities

Student Store Management:

1. Participates in and directs the day-to-day operations of a student store at assigned school site
2. Supervises and trains student assistants in proper operation and maintenance of a student store; evaluating work performance and providing appropriate feedback as necessary
3. Maintains a running inventory of stock on hand including both perishable and non-perishable items
4. Orders necessary items to ensure adequate inventory of stock on hand; preparing purchase orders and/or contacting appropriate vendors as necessary; coordinating deliveries to cause the least amount of conflict/concern on campus
5. Sells a variety of food stuffs, school supplies, and other miscellaneous items to students; making correct change and operating cashiering equipment
6. Counts all cash receipts daily and maintains appropriate records
7. Directs and participates in the set-up and operation of concession stand for designated athletic events as assigned
8. Establishes and maintains a variety of records related to inventory, cash receipts, orders placed and received, student time cards and payroll, etc.
9. Maintains the store in a clean and orderly manner; supervising students in a variety of cleaning activities daily
10. Maintains food service machines/equipment and cash register in proper operational condition
11. Stocks and supervises the stocking of all store items on a continuous basis

Accounts Payable:

12. Maintain contact with vendors, consultants and other providers of services regarding discrepancies in invoices, statement and/or deliveries.
13. Perform responsible technical duties related to the acquisition of supplies, equipment and materials, assist staff in the determination of sources of supply, obtaining current prices, detailed specifications and delivery information; assure timely delivery and follow up on delivery as necessary.
14. Process a variety of purchasing documents; examine and check requisitions; monitor departmental accounts to assure adequate funds for purchases; process payments to vendors.

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15. Maintain and process accounts payable; perform accounts payable work for complex and specialized accounts such as professional services contracts, contract and lease agreements, service agreements, numerous vendors and other invoices through the applicable financial system; verify accuracy and timely payment of invoices; reconcile as necessary; maintain records.
16. Monitor and process expenditure reimbursements in compliance with BCCHS fiscal policy; verify and sort expense transactions to be charged; maintain, record and file accurate records of transactions.
17. Research data, prepare and maintain records for various financial claims, records and reports for various accounting areas; maintain efficient and effective record-keeping systems and audit trails.
18. Review budget documentation to assure that expenditures are properly charged and do not exceed appropriations.

Accounts Receivable:

19. Prepare, maintain, and secure all incoming cash receipts
20. Maintain accounts receivable; provide for the proper processing of accounts receivable; maintain records of bank deposits including financial records, reports, documents and files.

General Accounting:

21. Process a variety of financial information regarding assigned financial duties and reporting.
22. Perform accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting.
23. Enter data into the computer; verify accuracy of data and reconcile accounts as necessary.
24. Prepare, maintain, and review financial records, accounts and claims for specialized funds, reconcile bank statements and prepare summarized financial reports.
25. Receive and process incoming financial documents; perform financial reconciling and posting; maintain records for assigned areas of responsibility.
26. Assist administration with projected budgets and spreadsheets for assigned programs.
27. Perform related duties as assigned.

Qualifications:

Knowledge of

- Accounting and fiscal systems, policies, procedures and practices.
- Accounting and fiscal operations.
- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Organization, operations, policies and objectives of the organization.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a personal computer.
- Technical aspects of field of specialty.
- Mathematical computations with speed and accuracy.
- Travel industry including airlines, rental car agencies and hotels.
- Online travel arrangement opportunities.
- Audit procedures.

Ability To

- Perform professional and technical accounting work involved in the preparation and maintenance of financial records.
- Maintain a variety of fiscal records, accounts and funds.

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- Analyze and resolve problems and draw accurate conclusions.
- Prepare clear and accurate financial statements.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidently with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and computer.
- Conduct internet searches.
- Establish and maintain cooperative and effective working relationships with others.

Education

Bachelor degree with a focus in accounting or business desired.

Experience

A minimum of five years responsible working in a school accounting, business, or in a finance department

Physical Demands:

- While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel; talk or hear.
- The employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 35 pounds.
- Noise level in the work environment is usually moderate.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

Revised July 2016