

Birmingham Community Charter High School
Business Office Technician II

Title: Business Office Technician II
FLSA Status: Non-Exempt
Reports to: ASB Manager
Supervises: N/A

DEFINITION

Under the general direction of the Student Store Manager, provide specialized support and oversee the day-to-day operations of the BCCHS ASB Student Store and online web store. Participate in the recommendation and administration of ASB operational policies, procedures, and processes. Keep accurate records for planning and accountability purposes and ensure a sufficient inventory of merchandise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee the daily operations and workflow in the student store to ensure a consistent, high level of service.
- Act as the front-line person for communicating and enforcing student store policies. Work with individuals to resolve any disputes/problems.
- Serve as the Student Store Manager's designee/responsible party when Manager is not on site.
- Supervise and train student assistants in the proper operation and maintenance of a student store, evaluate work performance, and provide appropriate feedback as necessary.
- Receive, record, and reconcile funds collected from business transactions including point-of-sale operations. Balance receipts and prepare daily cash deposits.
- Monitor expenses to ensure compliance with applicable ASB policies.
- Support the annual student store revenue and expenditure budget development.
- Direct and participate in the set-up and operation of ticket sales and collection for designated athletic events as assigned.
- Maintain food service machines/equipment and cash register in proper operational condition.
- Stock and supervise the stocking of all store items on a continuous basis while ensuring that enough inventory is on hand to support anticipated sales.

- Order necessary items to ensure adequate inventory of stock on hand; prepare purchase orders and/or contact appropriate vendors as necessary; coordinate deliveries to cause the least amount of conflict/concern on campus.
- Obtain and review financial records, identify discrepancies, and confer with the school's Business Office regarding taking the corrective actions necessary and reconciling daily reports.
- Responsible for the ordering of confections, drinks, and ice cream, making sure that all items are compliant with State and Federal guidelines. Checks goods received against requisitions and invoices and contacts vendors to correct any errors.
- Responsible for vending machine operations staying in contact with the vendor to ensure that all products follow State and federal guidelines and that vending machines are stocked to provide quality service to students, staff, and all groups using our facilities, before, during, and after school and on weekends.
- Responsible for fulfillment of web orders and responding to customer service issues.
- Participate in a variety of meetings, committees, and/or other related campus groups to communicate information regarding services and/or other pertinent information as appropriate.
- Administer AP exam sales and reports to the College Office.
- Maintain the student store web store which includes marketing to students, staff, parents, and alumni.
- Perform a bi-annual inventory of clothing and school supplies.
- Support summer school sessions and registration periods.
- Positions in this classification may perform all or some of the responsibilities above and all positions perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in business or related field preferred. Relevant experience may substitute for the degree requirement on a year-for-year basis. Two years of retail experience, bookkeeping/accounting experience, and one year of demonstrated lead or supervisory experience.

KNOWLEDGE OF:

- Supervisory and conflict management principles.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes related to ASB policies and procedures.
- Cash handling principles and practices.
- Inventory management principles and practices.
- Basic budgeting and financial accounting techniques and practices.
- Safety procedures.
- Monitoring the performance of vendors and contractors.
- Methods, procedures, and terminology used in accounting and financial reports.
- Interpersonal skills using tact, patience, and courtesy.
- Developing, recommending, implementing, and monitoring policies, procedures, and workflow.
- Working with diverse academic, cultural, and ethnic backgrounds of students and the BCCHS community.
- Utilizing computer technology used for communication, point of sales, data gathering, and generating reports.
- Oral and written communication skills.
- Supervising multiple priorities and events simultaneously.

WORK ENVIRONMENT OR PHYSICAL REQUIREMENTS:

Work is generally performed in a fast-paced environment, with frequent interruptions and irregularities in the work schedule. Work hours may vary, and occasional evening and weekend hours are required. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 50 pounds.

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