



Class No.:	
Original Date:	April 1996
Revision Date:	January 2006
Pay Group:	18

CLASS SPECIFICATION

Bookstore Supervisor

NATURE & SCOPE OF WORK

This position provides administrative, bookkeeping and supervisory support to the Bookstore Manager. Duties include updating the Bookstore accounting system and reconciling Bookstore records with the University accounting system. The incumbent meets with vendors and helps establish appropriate product lines and inventory levels for items sold in the Bookstore, and ensures all purchasing is in compliance with university purchasing policy. With guidance from the Bookstore Manager, the role will supervise permanent and temporary staff, and in the absence of the Manager will direct daily tasks and responsibilities. The position is supervised by the Bookstore Manager and reports to the Director of Contract Services and Capital Planning.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares the monthly financial reports: daily deposits, cash and charge sales, sponsor charges, credit printouts, daily AP/AR journal entries, ledger entries for NSF cheques, chargebacks.
- Submits to the Bookstore Manager for approval: matching invoices and inventory purchase orders, input and coding of all invoices. Determines if invoices are ready for payment i.e. checks for short shipments, damaged goods.
- Performs cashiering duties: receives revenues, issues receipts, tallies cash, prepares bank deposits, balances the daily cash summary, reconciles sales, and controls the floats. During peak sales periods, arranges for secure transportation of cash and collects coins from the bank.
- Performs receiving and shipping duties: waybills and customs papers, verification of goods, data input of new merchandise, pricing, shelving, boxing.

- Assists in inventory: merchandise counted and recorded, variances recorded, financial reports generated, printed, and reconciled.
- Reconciles publisher's and supplier's statements and management reports.
- Supervises Bookstore staff; including assigning and checking work, participating in selection committees, providing input on performance reviews, and training and directing others engaged in similar work.
- Liaison: within the University with divisional assistants, faculty, coordinators; outside the University with customers, brokers and sales representatives.
- Attends trade shows with the prior approval of the Bookstore Manager and may purchase products for inventory and resale in the Bookstore within established dollar limits.
- Determines and recommends quantity and product and orders stationary and clothing with approval from the Bookstore Manager. Assists the Manager in purchasing additional supplies and merchandise, including books sold in the Bookstore. In the absence of the Manager, is responsible for emergency book orders and assisting faculty with book concerns.
- Performs general clerical duties: filing, records, enquiries, sorting, collating.
- Recommends new policies and procedures as needed.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, WHMIS, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Considerable knowledge of policies and procedures which govern University and departmental activities.
- Considerable knowledge of the principles, practices and procedures involved in cashiering, balancing and reconciling, shipping and receiving, recording, and bank deposits.
- Considerable knowledge of Bookstore Point of Sale and Inventory Control software.
- Considerable knowledge of the automated financial recording system used in the department.

- Considerable knowledge of business English, spelling, punctuation, arithmetic, office practices and procedures.
- Considerable knowledge of word processing and spreadsheet applications.
- Ability to train, coordinate, direct and participate in the work performed by other employees at the University Bookstore.
- Ability to establish and maintain administrative procedures.
- Ability to adapt to changing situations.
- Ability to multitask and apply organizational skills to meet deadlines.
- Ability to handle cash and make change, to perform a variety of record-keeping and clerical duties, to control and balance varied accounts, to compose and produce routine and non-routine correspondence, and to follow written and verbal instructions.
- Ability to maintain attention to detail with constant interruption.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Skill in the operation of automated cash registers and office equipment.

REQUIRED TRAINING & EXPERIENCE

- Completion of one year (approximately 30 credits) of post-secondary education in applied business technology, accounting support, or business administration.
- Two years of cashiering and accounting support experience.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None