

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** OFFICE  
**TITLE:** BOOKSTORE MANAGER  
**CALENDAR:** BOOKSTORE MANAGER  
**SALARY:** GRADE 12

**Job Goal** Plan, direct and perform clerical duties in the operation of a High School Bookstore, adhering to school policies and procedures.

**Minimum Qualifications:**

- High school diploma or equivalent with additional courses in appropriate business subjects
- Two or more years experience handling financial transactions preferred
- Ability to operate standard business machines including cash register, 10-key calculator and computer terminal
- Ability to work well with students, staff, parents and general public
- Ability to be bonded
- Ability to type at an acceptable rate of speed
- Good human relation skills
- Knowledge of and adheres to all policies, regulations and rules
- Ability to lift 30-40 pounds, bend, stoop, climb and reach

**Core Job Functions:**

- Plan, supervise and direct all bookstore activities and student activity deposits
- Assume responsibility for receiving, identifying, issuing, collecting and taking inventory of all textbooks and supplies
- Keep accurate records and ledgers and is responsible for all receipts including preparing cash receipt batches and a variety of reports
- Input and updates a variety of information into the computer
- Monitor handling of monies from extracurricular and student activities and fund-raising projects, including preparing and depositing cash deposits
- Assist in student registration and withdrawal procedures as well as other yearly activities
- Reconcile daily cash receipts to cash register transactions
- Prepare a variety of reports and documents utilizing Microsoft Excel, Word, and Powerpoint
- Requisition, receive, stock/store, sell and account for all bookstore supplies; checks purchase orders and invoices; handles and accounts for class fees and items as yearbooks and event tickets
- Prepare cash boxes for use at extracurricular events and athletics
- Monitor cash balances and activity for all auxiliary and student activity accounts
- Train staff and monitors transactions for compliance with the Uniform System of Financial Record and District policies and procedures
- Perform related tasks as assigned
- Perform all duties in a safe and prudent manner as directed

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.