



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Bookstore Manager	<b>Location:</b>	High School
<b>Reports To:</b>	Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent. Additional education in general bookkeeping and accounting is recommended. Prior work experience encompassing the areas of bookkeeping, accounting and maintenance of general ledgers is desirable.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

The Bookstore Manager shall have primary responsibility for the maintenance and operation of the Bookstore function. Work efficiently with people in a gracious and considerate fashion.

### Qualifications

- Ability to relate well with children, staff, and public
- Ability to communicate effectively, orally and in writing
- Operation of routine office equipment
- Computer literacy
- Possess basic skills in accounting and reporting procedures
- Demonstrated typing skills
- Ability to work effectively without direct supervision
- Basic transcription skills are highly desirable, but not necessary
- Good health, physical stamina, fitness and vitality
- Personal qualities associated with good human and interpersonal relations
- Must be discrete, loyal, and efficient in the conduct of this activity.
- Must be accurate and able to handle routine effectively.
- Must possess a high degree of organizational ability

### Responsibilities and Requirements

- Responsible for supervising and conducting the routine and procedures of the Bookstore under the direction of the building principal.
- Responsible to place orders for textbooks, workbooks, etc., based on information provided by the teachers and the administration of that facility.
- Responsible to inventory and price new texts when received.
- Responsible to inventory and price all returned or used books.
- Responsible for collecting books from classrooms at the end of the academic school year; check the books for damage, graffiti, et.; then re-price them for resale or rental; and record missing or damaged books and replace as necessary.
- Responsible for keeping accurate records of books purchased, rented and returned, including charges and credits to the student.
- Responsible to write refund checks to students for credit on returned books when appropriate.
- Responsible for collecting monies from students for damaged or lost texts belonging to the school.
- Responsible for ordering all supplies to be sold through the Bookstore, including workbooks, novels, P.E. attire, socks, pens, pencils, notebook paper, typing paper, others.
- Responsible for the fiscal activities for co-curricular events: 1) Prepare cash box for events;
- Upon receipt of cash boxes, count proceeds and deposit profits to appropriate accounts; 3) Write checks for travel, officials, meals, motels, entry fees, etc.; 4) Collect receipts from trips and prepare a report for the District Office
- Responsible for the fiscal activities of the Snack Bar: 1) Count snack Bar revenues from each day=s business; 2) Receive and count revenues from vendors and pop machines; 3) Collect all bills for Snack Bar, correlate and forward to District Office.
- Responsible to manage all yearbook sales and advertising revenues and expenditures.



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- Receive monies from school clubs generated from special activities and credit these revenues to the proper account and deposit.
- Prepare the monthly report on student activities and forward copies to the District Office, principal, assistant principal, and activity sponsor.
- Responsible to prepare weekly summary reports and forward to District Office Accounts Payable Clerk.
- Responsible to prepare and issue purchase orders to student groups.
- Responsible to maintain accurate records of revenues turned in from all student activities.
- Responsible for maintaining running balance of these revenues from student activities including expenditures and receipts by activity and by club group.
- Responsible for making daily deposits of all generated revenue processed through the Book Store.
- Responsible for preparing and distributing statements to parents and students for unpaid bills through the Book Store.
- Perform other duties when assigned by the Building Principal

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### **Other Information:**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.