
Auburn University Job Description

Job Title: **Mgr, Bookstore Financial Affairs**

Job Family: No Family

Job Code: **EF17**

Grade SL07 \$40,000 - \$64,000

FLSA status: Exempt

Job Summary

Reporting to the Dir, Bookstore, this position provides accounting, financial, and administrative support for the Auburn University Bookstore. Manages financial operations, personnel, and work flow in the Bookstore business office. Ensures financial practices are in compliance with state laws and university policies and guidelines. Assists with the financial tracking of merchandise for resale from receipt through payment.

Essential Functions

1. Oversees and supervises financial operations including: accounting, accounts payable, accounts receivable, contract billing, daily deposits, monthly recap preparation, invoicing, payroll and general office duties. Performs financial month-end procedures in the point of sales system.
2. Reviews, investigates and corrects errors in financial entries, documents and reports, within the Bookstore ERP system and Banner. Audits and corrects inventory errors. Provides reporting and assists with internal and financial audits of documentation and procedures. Ensures and maintains proper documentation of transactions. Determines proper handling of financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and approves within designated limits, policies or contracts.
3. Reviews and approves vender vouchers, invoices, purchase requisitions, collection reports, journal voucher or other transactions in compliance with approved budgets and University/department procedures
4. Prepares or coordinates the preparation of contract billing charges, All Access e-bill spreadsheets and transactions. Balances e-bill receivables.
5. Advises employees on policies and procedures concerning operational issues related to business and financial operations, and inventory control. Serves as point of contact for financial matters within the Bookstore to other departments on campus.
6. Assists with preparation of budget reports, department allocation reports, and inventory reports or other specialized reports or analysis on a regular or ad hoc basis. (Management One Reports; ICSR Reports; NACS Financial Survey Reports - all use financial and inventory data out of point of sales system).
7. Formally supervises administrative support and financial/budget staff to provide consistent and organized business and operational support to internal and external customers. Oversees daily tasks of staff as well as hiring, scheduling, assigning, training, coaching; and performance management.
8. Performs store opening and closing supervisory duties. Ensures the office operates professionally and provides exceptional service to Bookstore employees, visitors and guests.
9. May perform other duties as assigned by supervisor.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

Auburn University Job Description

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in MIS, Marketing, Accounting, Finance, Business or related field.
Experience (yrs.)	4	Experience in business, financial analysis, and budgeting. Experience in retail management or retail accounting can be substituted for any degree.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of generally accepted accounting principles, retail accounting, cost accounting and/or inventory management.

Knowledge of AU administrative and financial policies and procedures (can be learned on the job); knowledge of principles and processes for providing customer services; knowledge of administrative, financial, and clerical procedures and systems.

Proficiency in the use of office software applications including Microsoft Office: Word, Excel, Powerpoint.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/28/2022
