

Bookstore Manager Job Responsibilities

Prerequisites

- Previous retail bookstore supervisory experience
- Working knowledge of Bookstore Manager software
- Highly organized
- Basic understanding of accounting and inventory principles

Standard Responsibilities

1. Store Operations
 - a. See that manager/employees are available to open and close the bookstore based on the hours of operation and utilize staff and volunteers to run the bookstore during hours of operation as needed.
 - b. Be responsible to oversee the counting of register funds at start/end of shift, and make sure reports and accounting are correct and proper change is available.
 - c. Provide Specialist and Volunteer ongoing training
 - d. Manage volunteer scheduling and ongoing communication
2. Bookstore organization and layout
 - a. Manage flow of traffic
 - b. Setup clearly labeled areas for ease of use
 - c. Setup displays coinciding with sermon series and stock as necessary
 - d. Prepare for Events (ticket sales, signage, announcements, bulletin ad, web information etc.)
 - e. Put Bookstore advertisements in the Sunday Program as needed
3. Bookstore Inventory management
 - a. Manage purchased goods
 - b. Receive boxes delivered to Admin Building daily/weekly weighing up to 40 lbs. each. Unpack in Bookstore and add to inventory.
 - c. Maintain ongoing communication with Justine Allison, Staff, and Media Duplication dept.
4. Bookstore Year and Month End Closings
 - a. Complete updates and reports
 - b. Maintain monthly files for audit purposes. Keep 1-2 years of daily reports.
 - c. Assist with yearly store inventory conducted by Finance Department.
5. Tracking of funds and financial reporting
6. Account Reconciliation – budget tracking, weekly credit card report. Process invoices.
7. Order all books/T-shirts/Hoodies, etc. for Individuals, Small Groups, Staff (personal, ministry and curriculum)
 - a. Create/Process purchase requests for general use, individuals, groups and staff
 - b. Receive input from Leadership for materials supporting their areas
 - c. Reconcile orders placed and those received
 - d. Maintain documentation of all orders/returns.
8. Validate part-time employees' hours per payroll period
9. Document Bookstore procedures
10. Maintain job backup plan and documented procedures related to the position

11. Make technical support requests to IT to keep systems running
12. Respond to correspondence - phone calls, email, letters
13. Maintain critical contact information (Bookstore Manager, other vendors, etc.)
14. Act as the communication hub for the Bookstore

Bookstore Hours of Operation

- 4.0 hours Sundays 8:30 am–12:30 pm
- 3.5 hours Mondays 9:30 – 1 pm
- 3.5 hours Tuesdays 9:30–1 pm
- 3.5 hours Wednesdays 9:30–1 pm
- 2.0 hours Thursdays 5–7 pm

Bookstore Manager Hours

- 5 hours Sundays 8 – 1 pm
- 4.5 hours Mondays 9 – 1:30 pm
- 4.5 hours Tuesdays 9 – 1:30 pm **or** 4.5 Wednesdays 9 – 1:30 pm
- 3.0 hours Thursdays 4:30 – 7:30 pm – Specialist hours

Applications and Tools

Standard Applications and Tools used to support this position include the following:

- Bookstore Manager
- Microsoft Windows current version
- Internet, Intranet (Rock), and Outlook Web Access

Resources

Volunteers – coverage of hours

Bookstore Staff – coverage of hours

Operations/IT Department

Book and other Distributors - Procurement of products and services

Creative Services

Facilities Services

Technical Services

Policies and Procedures

See **Procedures - Bookstore**

Management

Training - Requirements for individual's training and development needs will be determined.