

## **Mid-America Baptist Theological Seminary Job Description**

**Job Title:** Bookstore Manager  
**Department:** Business Office  
**Reports To:** Vice President for Finance and Operations  
**FLSA Status:** Part-time Non-Exempt  
**Prepared Date:** December 1, 2021  
**Classification:** Regular Part-Time, 25-29 hours/week  
**Schedule:** Tuesday through Thursday, 7:45-4:30

### **SUMMARY**

Under the direction, policies and guidelines of the VPFO, this position is responsible for planning and managing all day-to-day operations of the campus bookstore: purchase, stock, and sell merchandise and textbooks. Supervise all bookstore shipping and receiving functions and provide customer service to students, faculty, staff, and other stakeholders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed or required.

- Maintain day-to-day activities for the normal operation of the bookstore
- Adjust the store's physical layout and equipment as needed
- Complete all store opening and closing procedures on a daily basis
- Prepare daily bank deposits
- Implement policies and procedures as directed by the VPFO
- Work with Vendor Correspondence Coordinator to prepare monthly sales tax report for the State of Tennessee
- Updates and maintains a written procedure manual for all duties and responsibilities
- Maintain all related records and files
- Direct the receiving, stocking and shipping, of all products
- Conduct annual inventory in June for annual audit
- Competently work with all aspects of the Bookstore Manager point-of-sale system and related equipment including cash register, personal computer, and printer applications
- Process special bookstore charges as needed
- Maintain store appearance and cleanliness
- Assist customers
- Other special projects and/or duties as required

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Specific Skills**
  - Must master using the Bookstore Manager software and related equipment.
  - Proficiency in Microsoft Office products (Excel, Word, and Outlook) is a preferred.
  - Proficiency in 10-key is preferred.
  - General office skills related to filing and record retention
  - Communication skills – internal and external customers
  - Ability to understand budget and financial report requests
- **Education and/or Experience**

High school diploma or higher. Undergraduate degree preferred. Related experience preferred.

- **Language Skills**  
Ability to read and interpret documents such as rules, procedures, and reports. Ability to write routine reports and correspondence. Ability to communicate effectively with staff, faculty, and students.
- **Reasoning Ability**  
Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Ability to diagnose problems, determine solutions, and follow through to satisfactory resolution.
- **Work Environment**  
Indoor office, showroom, and storage. Employee is expected to be self-sufficient and work with limited supervision.
- **Other Qualifications**  
Sincere allegiance to the mission of the seminary  
Personal faith in and commitment to Jesus Christ  
Professional expertise and integrity  
Excellent organizational skills  
Excellent interpersonal skills  
Caring, compassionate, and patient attitude
- **Physical Abilities**  
While performing duties of this job, the employee is required to sit for long periods, stand, walk, use hands, reach with hands and arms, and lifting of 50+ pounds.

*This description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.*

**For more information or to apply please send inquiry or resume to**

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