

### Overview

Incorporated in 1931, Montana State University Bookstore, Inc. (MSU Bookstore), is a student-faculty owned cooperative that serves Montana State University and the surrounding Gallatin Valley.

As a student-faculty owned co-op, the MSU Bookstore seeks to provide the lowest possible pricing on textbooks for our students. This is done through rebating the excess profits of previous years' sales back to our student owners through aggressive textbook discounting. This ongoing mission has allowed us to be a national leader in offering competitive course material prices to our students.

Each MSU Bookstore employee is expected to promote an atmosphere of courtesy and respect within the MSU Bookstore team by demonstrating positive leadership skills that build up the culture within the MSU Bookstore. Some of these skills include such things as collaborative problem-solving, calm, and inclusive speech, and practicing a teamwork mindset over a harsh or authoritative delegation style. It is also a baseline expectation that all MSU Bookstore employees celebrate our customers by engaging, advocating for, and contributing to the feeling of acceptance and inclusiveness for all MSU Bookstore customers and employees.

### Primary Purpose

Under the direction of the CEO & Accounting Supervisor, the MSU Bookstore Accounting Technician is responsible with assisting the Accounting Department with a variety of tasks related to the full-cycle AP and AR associated with the MSU Bookstore and its subsidiaries. The MSU Bookstore Accounting Technician must have strong interpersonal skills, a desire to learn, educate, and embrace the mission of a not-for-profit, independent, cooperative bookstore, especially as it relates to building relationships with and explaining our purpose to customers.

This is a communication-based position that is dependent on successful interactions with Bookstore staff (including student employees), the campus community (faculty, staff, and students), vendors, and the public. This position is a dynamic role that requires the ability to be self-reliant, diligent in meeting tight deadlines as well as possessing the ability to adapt to the fluctuating needs of the store and the customers.

### Essential Duties

1. Under the direction of the Accounting Supervisor, responsible for regularly preparing bills and invoices for payment.
2. Must track and follow vendor terms to avoid late fees or cancellation of services.
3. Regularly utilizes in-house accounting software to maintain and update vendor account database.

4. Works closely with MSU Bookstore merchandise buyers & the Shipping and Receiving department to identify discrepancies and resolve billing issues.
5. Responds to all vendor inquiries via phone, email, or in person in a timely manner.
6. Uses in-house accounting software to produce financial statements and reports on a weekly basis in-line with department needs.
7. Collects invoices for all received services and products.
8. May participate in training of student employees assigned to the Accounting Department.
9. Required to operate a cash register and process transactions and returns at the Accounting Window on a regular basis. May be asked to cover a sales floor register during high-traffic periods such as RUSH & Buyback.
10. May be asked to make change and provide other support for registers throughout the MSU location including Blank Canvas & stadium shifts.
11. Supports the organization of the department by filing, reconciling statements, and other office tasks.
12. May reconcile daily cash drawers using accounting best practices and current in-house accounting software.
13. Supports the maintaining of precise records of all incoming funds including cash.
14. Under the direction of MSU department or program representatives, may set-up and maintain all student, VA, and scholarship accounts using accurate, up-to-date, and complete information.
15. Accurately sets up student third-party accounts including VA accounts and scholarship funds.
16. Responsible for the collection cycle for receivable accounts including processing statements, invoices, letters, late fees, past due notifications, and negotiation with past due account fees.
17. Responds to customer needs at the accounting window including processing returns, exchanges, and issues related to student third-party accounts.
18. Works closely with vendors to collect all credits and rebates due in a timely manner.
19. Other duties as assigned.

#### Other Duties

20. Participates in annual bookstore physical inventory.
21. Works weekends and evenings during specified times of the school year as needed.
22. Participates in the store opening and closing rotation, stadium shifts, and special event store coverage.

#### Knowledge, Skills and Abilities (KSAs)

23. Considerable working knowledge Microsoft Office Suite.
24. Ability to communicate effectively, both orally and in writing.
25. Must possess strong business math skills.
26. Required to be detail oriented and possess the ability to maintain accurate records.
27. Ability to work independently and be self-directed.
28. Ability to interpret data and solve problems,
29. Must effectively handle multiple tasks and meet tight or multiple deadlines.
30. Excellent customer service skills required.

MSU Bookstore, Inc.

MSU Bookstore Accounting Technician

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31. Working Conditions:

32. Work is performed primarily in an office setting. Heavy computer usage including sitting in front of a monitor and repetitive hand/wrist motion for keyboarding functions are typical.