

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Bookstore Fiscal Control Coordinator		<i>BOT Date:</i> June 22, 1998	
<i>Level:</i> G	<i>FLSA Status:</i> E	<i>Class Code:</i> E0729	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Monitors, reviews and revises the financial activities of all college Bookstore operations. This includes cash handling, daily balancing, processing Bookstore purchases and payments to vendors, and instructing personnel on how to utilize the computer systems.

KEY RESPONSIBILITIES

% OF TIME

1.*	Installs, monitors and maintains the integrate of the POS system.	30%
2.	Maintains the computer operations for all campuses.	5%
3.*	Establishes procedures to maintain consistence between campus Bookstores.	6%
4.	Trains Bookstore personnel on the new POS system.	10%
5.	Acts as liaison between the Bookstore and the POS system.	25%
6.*	Controls purchases and payments to vendors.	12%
7.	Monitors Bookstore GL Accounts.	12%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Bookstore Fiscal Control Coordinator	<i>Class Code:</i> E0729	<i>Level:</i> G
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years prior related work experience.	
<i>Planning:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Budget Impact:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. Provides incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Regular external contacts may be required to carry out programs and to explain non-specialized matters or policies and procedures.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	