WHITE EARTH TRIBAL & COMMUNITY COLLEGE
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Bookstore Accounting Clerk

About This Role

The Bookstore Accounting Clerk is a unique role that brings together customer service, bookstore operations, purchasing, inventory, and accounting support. Working under the supervision of the Finance Specialist, you will help keep both the WETCC Bookstore and Business Office running smoothly.

You will work directly with students, employees, vendors, and community members while managing bookstore inventory, processing purchases, supporting campus purchasing, maintaining financial records, and helping ensure that purchases follow College policies and applicable regulations.

This is a great opportunity for someone who enjoys a variety, organization, working with people, and being the person who makes sure all the details are taken care of.

In This Role, You Will:

- Welcome and assist students, employees, and community members with bookstore purchases, refunds, and exchanges.
- Keep the bookstore organized, welcoming, and ready for customers.
- Operate the bookstore point-of-sale (POS) system and maintain accurate cash and credit card records.
- Manage textbook and merchandise inventory, including receiving shipments, maintaining records, and ensuring inventory is accurate.
- Coordinate purchases with employees and vendors and serve as a campus purchasing agent.
- Prepare purchase orders and ensure purchasing documentation and approvals are complete.

- Maintain vendor documentation and respond to questions about orders, changes, cancellations, and payments.
- Reconcile bookstore transactions, prepare deposits, and maintain accurate financial records.
- Process travel authorizations and assist with travel related purchasing.
- Support Business Office functions such as purchasing cards, disbursement, and student accounts receivable.
- Participate in professional development and College committees that support WETCC's mission and goals.
- Participate in planned and informal outreach and retention activities.
- Perform other duties as assigned related to the position.

What You'll Bring:

We're looking for someone who is organized, dependable, comfortable working with numbers and technology, and able to balance customer service with detailed administrative work.

Required Qualifications

- Associate's degree in accounting, business, or a related field and at least two years of experience performing business office and inventory system functions; or
- Five years of experience performing business office and inventory system function.
- General knowledge of accounts payable and accounts receivable processes.
- Strong math and computer skills, including proficiency with Microsoft Office.
- Strong organizational, time management, and interpersonal skills.
- Ability to work independently and take initiative.
- Ability to understand how accurate and timely accounting processes affect others throughout an organization.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and sue problem solving skills effectively.
- Ability to work collaboratively as part of a team.
- Commitment to providing excellent customer service.

Bonus Qualifications

- Bachelor's degree in accounting, business, or a related field.
- Experience working in a higher education bookstore or business office environment.

What Makes You a Great Fit?

You don't have to be an accountant who happens to work in a bookstore – or a bookstore person who happens to understand accounting.

You might be a great fit if you:

- Enjoying helping people and providing friendly, efficient service.
- Like keeping things organized and knowing where the details are.
- Are comfortable working with numbers, records, and financial information.
- Can switch between customer-facing work and behind-the-scenes administrative tasks.
- Take pride in getting things right.
- Can work independently while knowing when to ask questions
- Enjoy having a role where no two parts of the day are exactly alike.

Starting Salary:

Position Type: Full-time, 12-month position.

Hours of Work: Monday – Friday 8:00am – 4:30pm, occasional evenings may be required

Location: White Earth Tribal and Community College, Mahnomen, Minnesota

Why Join WETCC?

At White Earth Tribal and Community College, you'll find more than a career; you'll find a community committed to education, culture, and service.

We believe that professional and cultural growth go hand in hand. Whether you're familiar with Anishinaabe culture or beginning your learning journey, WETCC offers opportunities to deepen your cultural understanding through campus events, ceremonies, feasts, and community engagement. We value lifelong learning and encourage employees to grow both professionally and personally while contributing to a supportive and collaborative workplace.

As a member of our team, you'll also enjoy:

- A comprehensive benefits package, including medical, dental, and vision insurance
- Employer paid life and disability insurance
- Health Savings Account (HSA) with employer contributions
- Traditional and Roth 401(k) with up to a 5% employer match
- Generous paid time off, including annual and sick leave
- Professional development and continuing education opportunities
- A collaborative, mission-driven workplace that values respect, inclusion, and service
- Nineteen (19) paid holiday's off.

Who We Are

White Earth Tribal and Community College is a tribally controlled college dedicated to providing accessible, high-quality education while honoring Anishinaabe culture, language, and traditions. Since 1998, WETCC has served the White Earth Reservation and surrounding communities by empowering students through higher education, workforce development, and lifelong learning opportunities.

Our mission and vision are rooted in community, culture preservation, and student success. We believe education transforms lives, strengthens families, and builds stronger communities.

For more information, please visit our website: www.wetcc.edu

Equal Employment Opportunity Employer

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.