



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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Bookstore & Finance Assistant

Position Information

Under the supervision of the Finance Director, this position supports both the Finance Department and the Bookstore. This position provides customer services to students, employees, and the public, manages textbook and merchandise inventory, serves as the campus' purchasing agent, processes and confirms purchases for payment, and ensures compliance with college and accounting policy & regulations.

Duties & Responsibilities

- Operate the bookstore point-of-sale system and assist customers with purchases, refunds, and exchanges.
- Provide friendly, efficient customer service to students, employees, and the public.
- Maintain organized, appealing merchandise displays and ensure store cleanliness and order.
- Reconcile cash drawer and credit card sales, prepare deposits, and maintain accurate bookstore financial records.
- Ensure supplier and vendor documentation is up to date (e.g. W-9, tax exemption certification).
- Prepare purchase orders and send copies to suppliers and departments' originating requests.
- Coordinate orders with employees and suppliers and serve as the campus' purchasing agent while assisting designated employees with the integrated purchasing card system
- Ensure proper documentation and approval and oversee, verify, record and/or tag incoming shipments to ensure accuracy, completeness and conditions of shipments.
- Maintain accurate inventory records using the campus financial system of the textbook and bookstore merchandise and ensure accuracy of campus financial and student information inventory records.
- Maintain knowledge of all WETCC policies and procedures and governmental rules related to purchases and provide information about these rules to WETCC employees and vendors.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Process travel authorizations securing proper signatures ensuring required information is attached and serve as the campus' purchasing agent for travel (e.g.: registrations, transportation, lodging) while assisting designated employees and students with the integrated purchasing card system.

- Assist in other finance department duties, as assigned (e.g.: purchasing cards, disbursement, student accounts receivable).
- Participate in professional development activities and serve on college committees that support the goals and mission of the college.
- Actively participates in planned and informal outreach and retention activities.
- Perform other duties as assigned.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$19.21/hour

Minimum Qualifications

- High school diploma or equivalent required.
- Minimum two years of work experience performing business office and inventory system functions required.
- General knowledge of accounts payable and accounts receivable procedures.
- Strong math and computer skills, including proficiency in Microsoft Office (Word, Excel, etc.)
- Excellent organizational, time management, and interpersonal skills.
- Evidence of ability to work with minimal supervision and is a self-starter.
- Evidence of ability to communicate effectively through written and oral correspondence.
- Evidence of ability to multitask and apply problem solving techniques as necessary.
- Evidence of ability to be a team player.
- Evidence of ability to provide excellent customer service.

Preferred Qualifications

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

Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire. WETCC has 19 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Accredited by The Higher Learning Commission

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision – *Gaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted”

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