

CHAPTER 17 Managing Operations and Staffing

SOFTWARE ACTIVITY

Word Processing Application

OBJECTIVE: Write a job description.

Practice Situation

You are opening a new business that will require you to hire an office/credit manager. The employment agency that you are using has asked you to develop a job description for this position. Below is a list of tasks the office/credit manager would need to perform:

- prepare bank deposits
- list checks and cash with each bank deposit
- check sales tickets for accuracy
- check sales tickets for completeness of the information provided
- take deposits to the bank daily
- keep sales and expense record sheets
- post sales and expenses
- process credit applications
- send out collection notices to past due accounts
- check invoices of outside purchases to verify receipt, quantity received, and price
- obtain store manager's approval for all invoices
- maintain inventories
- complete all accounting and prepare periodic financial statements
- assist on sales floor and in other areas when needed

Write a concise job description based on the information above. Job tasks should be presented in a logical sequence. A suggested heading has been included to get you started (see below). If you wish to alter the heading, simply replace the one provided with your own.

JOB DESCRIPTION

Job Title: Office/Credit Manager

Supervisor: Store Manager

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