



Walker River Paiute Tribe

Human Resources Department

OFFICIAL JOB ANNOUNCEMENT

Job Title:	Store Manager	Supervisor:	Tribal Chairman
Department:	Four Seasons Market	Class Code	332
Salary Range:	\$24.13 – 26.61	Pay Grade:	12
FSLA Status:	Non-Exempt	Type:	Full-time
Date Opened:	11/25/2024	Date Closes:	OUF

DEFINITION:

Under the direct supervision of the Tribal Administration, the Store Manager will be responsible for all activities related to the efficient operation of the business, including personnel, fiscal activities, advertising and promotion and training.

DUTIES AND RESPONSIBILITIES:

Carry out activities associated with the day-to-day management of a retail store engaged in selling cigarettes, tobacco products, tobacco accessories, fuel, and assorted other inventory items.

Compile informational reports, such as monthly carton sales reports and budget review summary reports. Prepare and submit proper reports detailing financial conditions, staffing, inventory and business activities to the Tribal Council as directed.

Interpret data concerning profitability of the store operation. Implement measures to improve production methods, internal controls, customer service, and profitability. Ensure timely profit payments to the Tribe as required.

Interview job applicants and evaluate worker performance to recommend personnel actions such as hiring, retention, promotion, transfer or dismissal of workers. Assign duties to workers and schedule break periods, work hours, and vacations. Train workers in store policies and procedures and job duties. Maintain employment records of staff.

Implement policies and procedures on the operations of the store such as merchandise pricing, cash handling, customer service, personnel, security, sales, and record keeping. Prepare daily sales reports, record to sales journal, balance daily deposits with sales receipts and deliver deposits to the bank. Maintain administrative records and bookkeeping. Handle all accounts receivable, accounts payable and expenditure transactions.

Prepare or direct workers to prepare merchandise displays. Order merchandise to replenish inventory on hand. Order supplies and equipment. Record delivery of merchandise. Maintain inventory levels. Inspect inventory to ensure it is correctly priced and displayed. Recommend additions to and deletions of merchandise to be sold in store. Negotiate with vendors to provide services and/or merchandise.

Administer and review compliance with the operating budget. Analyze financial information to forecast business, economic conditions, for use in making business decisions. Maintain cash control system for fiscal accountability. Develop and implement policies, procedures and internal controls for accountability.

DUTIES AND RESPONSIBILITIES, Continued:

Assure compliance of all Federal, State, and Tribal reporting and/or payments for benefit plans or required taxes.

Supervise employees engaged in cashiering, taking of physical inventories, reconciling cash with sales receipts, keeping operating records, and preparing daily record of transactions or perform work of subordinates, as needed.

Maintain customer service standards of store employees by complying with directives and providing appropriate training of subordinates. Listen to customer complaints, examine returned merchandise, and resolve problems to restore and promote good public relations. May assist sales workers in completing difficult sales.

Search records to assist subordinates in locating and reconciling errors associated with such things as cash count downs, vendor coupon reconciliation, and buy down activities.

Oversee cleanliness of store and inventory.

Arrange and assist with the preparation of an annual audit. Implement a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of business administration practices, general office practices and procedures; market and feasibility studies; financial statements.

Skill in analysis, planning, coordinating and directing business and administrative operations; communicating effectively; writing legibly; supervising, training and evaluating employees.

Ability to use organizational and program information effectively and organize and produce financial/narrative types of reports; maintain records and prepare summaries and conclusions; computer literate; develop and maintain effective public relations; supervise and train employees; develop and create self-sufficient, income producing project ideas.

Possession of a valid Nevada driver's license and insurable under the Tribe's vehicle insurance policy.

Must be bondable and able to favorably pass a security background check.

REQUIRED EXPERIENCE AND EDUCATION:

High School Graduate or Equivalent. Two (2) years college required. A combination of three (3) years sales experience and bookkeeping training. Experience in managerial and line supervision in a retail setting. Retail experience in pricing and inventory control. Experience operating a word processor, calculator and computerized cash register.

To Apply: Obtain an employment application from the Human Resources Department located at the Tribal Administration Building, 1022 Hospital Rd., Schurz, NV 89427. Call Human Resources at 775-773-2306 x2315 for such application. You can e-mail application with supporting documents to: lhawley@wrpt.org or online at www.wrpt.org

If Hired: Must submit to and pass a pre-employment drug test and any random drug testing as required by the WRPT Personnel and Drug-Free Workplace Policies, with satisfactory results.

Indian Preference and TERO: *Preference in filling vacancies is given to qualified Indians in accordance with the Indian Preference Act, Title 25, U.S. Code, Section 472-473 and the Walker River Paiute Tribe Tribal Employment Rights Ordinance WR-01-01, as amended.*

<u>JOB ANNOUNCEMENT OFFICIALLY APPROVED</u>	
Tribal Chairman: <i>Andrea Martinez</i>	Date: 12/03/2024
Human Resources: <i>Lesley Hawley</i>	Date: 12/03/2024