

Gift Shop Treasurer

General Description:

The Gift Shop is a revenue-generating retail operation and sales proceeds directly support San Diego Botanic Garden's programs and operations. More than \$175,000 in gift, plant, and book sales were processed through the shop in FY 2017-2018. The Treasurer manages the Shop's cash bank and cash proceeds.

Duties:

1. Verify End-of-Day drawer counts on a weekly basis.
2. Ensure that accurate drawer count reports are recorded in POS.
3. Deliver cash deposits to the Bookkeeping office on a weekly basis.
4. Prepare and deliver the daily starting cash allotments to the Shop.
5. Assist with the annual physical inventory.
6. Make occasional trips to the bank to get adequate denominations of bills and change. This is on an as-needed basis, approximately every two weeks.

Specific Skills:

1. Familiarity with basic business software applications
2. Understanding Point of Sale sales and End-of-Day reporting functions
3. Ability to work constructively with staff and volunteers

Time Required:

Up to 4 hours per week

Recommended Term:

2 years minimum