

### ABC Assistant Managers Position

*Location:* Franklin, NC  
*Position Type:* Full-Time  
*Salary Range:* \$50 – 60k depending upon experience  
*Benefits:* Health Insurance; Retirement; Vacation; Sick Leave  
*Application Process:* Mail or email resume & references by November 10, 2025 to:  
Franklin ABC Board  
P.O. Box 719  
Franklin, NC 28734  
franklinabc@frontier.com

#### *Statement of Duties:*

Performs responsible supervisory, cashiering and sales work, required in managing and operating of an ABC Store, as well as making sure fiscal control and financial work for the Board is in order as an assistant to the General Manager.

#### *Features of the Position:*

An individual in this position must carry out the following: supervising employees, ordering supplies, checking prices and code numbers on merchandise, making daily deposits, and making sure financial records are in order. In the operation of the ABC Store, considerable independent judgment and initiative are required in applying local, state and federal laws with regulations to the sale of alcoholic beverages. Considerable tact, courtesy and discretion are required in dealing with the public officials, ABC Board and private accounting firms. General administrative direction may be received from the ABC Board and is evaluated by the Board in terms of conformity to local policy, adherence to accepted accounting procedures, and audits by certified public accountants. All of which is as an assistant to the General Manager.

#### *Examples of Work:*

Assists in the ordering of alcoholic beverages; checks merchandise as it goes into inventory; conducts inventory of merchandise; checks prices and code numbers on merchandise; deposits daily cash receipts and necessary change; assigns work schedules; checks daily sales reports and records all deposits; payment of distilleries; payment of taxes in regards to alcoholic beverages; maintains the appearance of the store; sells change to clerks as well as operation of cash registers; assists in stocking; and performs related duties as well as dealing with the public on necessary matters.

#### *Knowledge, Skills and Abilities:*

Considerable knowledge of federal, state and local laws pertaining to the sale of alcoholic beverages; knowledge in all phases of retail store operations; knowledge in inventory, purchasing and merchandising of products; knowledge of government withholding and retirement requirements; knowledge of computers, particularly in relation to office methods and procedures; ability to supervise and assign work to employees; ability to prepare analytical interpretative financial reports; ability to present clear and concise oral or written reports to the Board; ability to deal with public officials, accounting firms, as well as the public; ability to understand and carry out oral and written instructions; packing and delivery of orders pertaining to mixed beverage permittees; and ability to maintain an effective working relationship with employees, board members, state officials and public.

#### *Desirable Training and Experience:*

College degree preferred, completion of high school or the equivalent, and considerable experience in retail sales and merchandising; experience in use of computers; experience in accounting and/or auditing work.