

Oneota Food Co-op
FINANCE MANAGER JOB DESCRIPTION

Job Title: Finance Manager, Part-Time
Pay Grade: Level VI
Supervisor: General Manager, David Lester

Current as of: 5/1/2012
FLSA Classification: Non-Exempt
Incumbent: Larry Neuzil

Job Summary: The Finance Manager oversees the financial health of the organization, securing the assets and meeting all of the outstanding obligations in accordance with generally accepted accounting principles along with providing the Board, GM, and Management Team financial information and analysis to meet Co-op objectives. Most importantly, you will ensure a positive Co-op image by providing courteous, friendly, and efficient customer service to customers and team members by using the (S)mile (E)ngage (T)hank you approach.

Responsibilities:

I. FRONT END/CUSTOMER SERVICE

- a. Work with the GM and Front End Manager to provide training and monitoring of proper cash handling procedures for front-end staff.
- b. Work with the Office Manager and Front End Manager to develop systems to track cashier errors and mistakes to achieve accurate deposits.

II. FINANCIAL ANALYSIS & BUDGETING

- a. Prepare monthly, quarterly, and yearly income statements, balance sheets, and cash flow statements by agreed upon deadlines established with the General Manager.
- b. Develop annual operating, capital, and cash flow budgets with the general manager for inclusion in the annual business plan.
- c. Provide verbal and/or written reports analyzing co-op financial performance in relationship to budget.
- d. Work with Coopmetrics tools and formats to continuously improve our budgeting process and provide projected financial statements to management, the Board of Directors, investors and lenders.
- e. Perform margin analysis and other reports as requested by the General Manager.
- f. Meet with department managers upon request to answer questions regarding weekly, monthly or quarterly financial statements.
- g. Monitor deviations from budget and inform General Manager.
- h. Enter data and provide weekly financial reports by department regarding sales and labor according to budget and previous year.

III. FINANCIAL OPERATION

- a. Ensure back-up of electronic financial data.
- b. Process member payments and resignations to ensure the accuracy and timelines of records. Work with the Information Technology Manager to ensure accurate member records.
- c. Develop and maintain policies and procedures with the General Manager for inventory control, margin, markups, markdowns and recording of transfers and losses.
- d. Prepare records for annual financial review and/or audits.
- e. Develop and maintain policies and procedures with the General Manager for handling cash.

- f. Prepare and process payroll taxes. Ensure the timeliness of sales tax and other tax returns.
- g. Oversee accounts payable to ensure cash flow, maintain good credit and take supplier discounts where advantageous.
- h. Work with the General Manager to provide analysis of impact on profit and cash flow of proposed capital expenditures, relocation, expansion or other changes in operations.
- i. Ensure up to date, accurate bank reconciliation.
- j. Oversee deposits and investments for the best rate of return and lowest service charges.
- k. Monitor storage and disposal of records.
- l. Work with the General Manager to investigate sources of financing.
- m. Oversee the computerization of appropriate accounting operations in coordination with the Information Technology Manager.
- n. Complete and file all quarterly and annual Federal and State employment and payroll reports.
- o. Complete and file all W2 and 1099 forms.
- p. Oversee Inventories
 - i. When necessary to produce monthly financial statements coordinate accurate and efficient monthly department inventories with General Manager and/or I.T. Manager.
 - ii. Implement changes to inventory processes as required by General Manager.

IV. PAYROLL

- a. Ensure accurate and timely payroll preparation

V. ACCOUNTS PAYABLE

- a. Share duties with Office Manager to enter and process invoices into financial system in a timely manner.
- b. Ensure invoices are checked for accurate extensions and category allocation.
- c. In absence of Office Manager, pay verified bills, taking supplier discounts as instructed.
- d. Oversee reconciliation of all detail and subsidiary ledgers to the general ledger.
- e. Oversee Office Manager in processing accounts payable.
- f. Check cash flow status to schedule large payments.
- g. Research and correct problem accounts.
- h. Ensure the maintenance of invoice files.
- i. Ensure Electronic Payments Program with NCGA is successfully instituted and communicate to General Manager if difficulty will be encountered in maintaining an adequate checking account balance for EPP.

VI. ACCOUNTS RECEIVABLE

- a. Attempt retrieval of funds from bad accounts.

VII. PERSONNEL

- a. Participate in evaluations of cross-trained staff working in Finance.
- b. Work with GM to develop standards for all bookkeeping staff.
- c. Perform accounting and bookkeeping duties when Office Manager is absent.

VIII. GENERAL MANAGEMENT

- a. Work with the General Manager to oversee development of operating and capital budgets for the co-op.

- b. Attend quarterly financial (L5 Monitoring) Board meetings with General Manager when asked by GM.
- c. Attend Management Team meetings and All-Staff meetings.
- d. Participate in educational opportunities as requested by General Manager.
- e. Answer and route phone calls, take and route messages as needed.
- f. Comply with store-wide performance criteria not otherwise noted above.
- g. Provide leadership in emergency/accident situations and act as a GM Succession Plan staff member; follow store procedures and completing necessary forms.
- h. Perform other tasks assigned by General Manager.

Qualifications

Required

- Ability to interpret financial reports for non-accountants
- Experience in developing budgets
- Strong organizational skills
- Keen attention to detail
- Ability to manage and motivate staff
- Ability to plan, develop, implement and assess systems
- Strong communication and listening skills
- Ability to work well with others in a cooperative environment where teamwork and constant communication is essential
- Regular, predictable attendance
- Demonstrated ability to follow through on commitments.
- Working knowledge of computers, financial management software (Quickbooks), Spreadsheets, and databases
- Able to access and make use of Coopmetrics tools and data.

Preferred

- Minimum Associates degree in bookkeeping and/or accounting
- Experience in retail financial management

(The job description does not constitute a written or implied contract of employment. Oneota Community Food Co-op reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.)

Job Description Approved By:

General Manager

Date

Job Description Received By:

Employee's Signature

Date