



## *job description:* **BOOKKEEPER & MEMBER DATA MANAGER**

***purpose:*** To provide timely and accurate financial and membership information and analysis to management, to ensure fiscal responsibility in operations and support achievement of co-op objectives.

***status:*** Reports to the General Manager | Part to full time: 20-32 hours a week, as needed.

***responsibilities:***

### **1) ACCOUNTS PAYABLE**

- a) Check all AP invoices and receipts for accurate extensions and product assignment coding.
- b) Enter and code all accounts payable invoices and receipts into the books in-timely manner including COD invoices.
- c) Process all employee reimbursement requests, reviewing request for proper documentation. and GM approval.
- d) Pay verified bills, taking supplier discounts when advantageous for cash flow. Maintain good credit.
- e) Cut checks and process electronic payments, coordinating signature/approval from authorized personnel, and mail checks as appropriate.
- f) Monitor cash flow status. Schedule large payments, in coordination with department managers, and General Manager to avoid strains on cash.
- g) Research and correct problem accounts.
- h) Conduct and oversee maintenance of invoice files.

### **2) ACCOUNTS RECEIVABLE**

- a) Enter daily sales receipts in a timely, accurate manner using proper accounts to ensure accurate reporting and monitoring.
- b) Establish new accounts and process credit applications.
- c) Prepare monthly statements for accounts receivable; follow up as needed to ensure payment.
- d) Record and work to collect bad checks with the support of the General Manager as needed. Record other accounts receivable and follow up as needed to ensure payment.
- e) Monitor A/R account, ensuring timely payment and coordinating with appropriate departments.

### **3) MEMBERSHIP RECORDKEEPING, FILES, AND SUPPLIES**

- a) Maintain member database, entering and editing member records in a timely and accurate manner to ensure member names, contact information, payments and refunds, and other relevant data is reflected.
- b) Accurately record equity payments and refunds in Quickbooks.
- c) Reconcile member equity with the books, member database, and POS (monthly).
- d) Maintain paper membership files in an organized manner.
- e) Coordinate all member mailings as directed by the General Manager.
- f) Work with Front End Manager to ensure adequate supply of membership applications, membership cards, brochures, and other relevant forms are on hand at all times.

### **4) MONEY-HANDLING & BANKING**

- a) Enter daily deposits (cash & cards) into quickbooks to ensure timeliness and accuracy.
- b) Ensure deposits in the bank are reconciled with the books.
- c) Monitor cash accounts (CD's, Money Market, Checking, etc.)
- d) Work with outside contractor to ensure monthly bank reconciliations.

### **5) PAYROLL**

- a) Process biweekly payroll (timely, accurate, correct deductions, maintain records on accrual and use of paid time off).
- b) Print paychecks and enter payroll information into the books.
- c) Perform bi-weekly payroll analysis.
- d) Answer staff questions on payroll and benefits.
- e) Produce 1099's and 1096's at year-end.
- f) Ensure accurate/timely payment of payroll taxes and withholdings.

### **6) FINANCIAL REPORTS & COMPLIANCE**

- a) Conduct filing/record keeping and due date tracking for renewals of all licenses, certifications, exemption certificates, etc.
- b) Maintain a tidy and industry appropriate chart of accounts complying with CoMetrics and GAAP standards.
- c) Conduct adjusting journal entries (i.e. depreciation, inventory, insurance, loan principal/interest, pto payroll accrual, etc. with CPA support and guidance, monthly or quarterly as required.
- d) Create and utilize memorized transactions where possible to maximize consistency and efficiency.
- e) Prepare timely, accurate financial statements.
- f) Provide monthly and quarterly reports to department managers as directed.
- g) Monitor deviations from budget and inform management.
- h) Ensure that all monthly, quarterly and yearly taxes are paid on time: business, property, corporate, sales, payroll, employment security, industrial insurance, federal withholding.

- i) Consult with outside accountant to obtain favorable tax status.
- j) Provide information to and otherwise cooperate with the co-op's CPA for the purposes of tax filing, patronage refunds, and financial reviews and audits

## 7) TECHNOLOGY & OFFICE COORDINATION

- a) Ensure backup for all data entered. Review systems and recommend improvements as needed.
- b) Oversee IT support to ensure maintenance and appropriate upgrades to Point of Sales System, computer hardware and software as well as other office equipment within budget limitations.
- c) Create and maintain all of bookkeeping, membership, and other forms as required or approved by the General Manager; Contracting with graphic designer and printer, where needed within budget; Maintain an adequate supply of all forms.
- d) Enter & maintain data in Point of Sale System as directed.
- e) Conduct or oversee the purchasing and tracking of office supplies within budget limitations.
- f) Coordinate office cleaning, recycling, and organization.

## 8) OTHER RESPONSIBILITIES

- a) Prepare weekly, biweekly, monthly, quarterly, and other reports as needed to the General Manager and as needed to the Board.
- b) Support the GM in collecting and analyzing other relevant data for reports to the board, membership, and funders.
- c) Attend and participate as appropriate in staff meetings and other meetings as necessary.
- d) Answer and route phone calls, take and route messages as needed.
- e) Perform other tasks conveyed by the General Manager.
- f) Participate in hiring, evaluations, and training when requested by the General Manager.
- g) Work on the floor as trained and needed.

## *qualifications:*

### REQUIREMENTS:

- 2+ years experience with bookkeeping in a similar business setting or medium sized business with an operating budget of ideally at least \$1million.
- 2+ years experience with the QuickBooks program or QuickBooks Certification from Intuit.
- Understanding of basic accounting principles: Experience with invoice management, accounts payable and accounts receivable, preferably in a retail setting
- Experience maintaining the accuracy and integration of different components of bookkeeping: general ledger, chart of accounts, profit and loss, balance sheet, annual/monthly budgets, bank statements, etc.
- Analytical abilities and strong attention to detail needed to identify inaccuracies and problem solve.
- Computer literacy: fluency in Microsoft office (especially Excel), Gmail and Google Drive, QuickBooks, CRM, and Inventory management software.
- Ability to type 35+ WPM and proficiency with 10-key
- Organized, meticulous attention to detail and ability to prioritize time sensitive tasks.
- Demonstrated ability to follow through on commitments.
- Communication skills--good listener, clear directions; Ability to articulate financial information accurately and understandably.
- Longstanding record of integrity, high ethical standards, willingness to ask hard questions, and execution of excellent judgement.
- Must pass background check and fingerprinting.
- Regular, predictable attendance.
- Willingness and ability to learn grow to meet the changing requirements of the job.

### DESIRED:

- Understanding of grocery industry key financial indicators
- Experience with co-op accounting including member equity, patronage refunds, and co-op tax filing.
- Experience managing membership or other CRM data bases.
- Knowledge and experience with farmers and producers, local food systems, and the local and regional supply chains.