

FULL CHARGE BOOKKEEPER JOB DESCRIPTION

Purpose: To provide timely, accurate financial information and analysis to management, to support achievement of business objectives.

Status: Reports to General Manager.
Pay Level V

CHEQUAMEGON CUSTOMER SERVICE AND INTERNAL SERVICE BASICS FOR ALL STAFF

- **Provide excellent customer service to our shoppers, making the customer's needs your priority whenever on the sales floor or answering the phone.**
- **Share information with our shoppers about co-op happenings, educational opportunities, and the benefits of co-op membership.**
- **Provide excellent internal customer service to all staff members, maintaining an attitude of goodwill toward yourself and others.**
- **Help to create a work environment that is cooperative, fun, productive, and safe, and that focuses on solutions instead of problems.**

Responsibilities:

I. FINANCIAL REPORTS

- A. Prepare timely, accurate financial statements.
- B. Provide monthly and quarterly reports to department managers as directed.
- C. Monitor bi-weekly deviations from budget and inform management.
- D. Ensure that all quarterly and yearly taxes are paid on time: property taxes, real estate taxes, state and federal corporate income taxes, sales and use tax, social security, Medicare, and state and federal individual income taxes withheld, and corporate payroll taxes (state and federal unemployment, social security, and Medicare)
- E. Consult with outside accountant to help GM achieve favorable tax status and to complete all yearly tax processes.
Work with accountants to perform annual reviews and full audits every 4th year.
- F. Work with the General Manger to produce operational, capital and cash flow budgets within specified timeline.
- G. Perform bank reconciliation and monthly, quarterly and yearly closing entries.
- H. Ensure reports are prepared and given to GM for Co+Metrics reporting.

II. ACCOUNTS PAYABLE

- A. Check invoices for accurate extensions and product assignments.
- B. Pay verified bills, taking supplier discounts when advantageous for cash flow and to maintain good credit.
- C. Coordinate large payments with purchasers and General Manager to avoid strains on cash flow.
- D. Research and correct problem accounts.
- E. Maintain up-to-date invoice files.

III. MONEY-HANDLING

- A. Give feedback to cashiers via Front End Manager on accuracy of cash-handling and drawer-counting.
- B. Prepare bank deposits and enter daily cash receipts to ensure timeliness and accuracy. Train other employees designated by the general manager as back-up.
- C. Record bad checks, work with Front End Manager to collect. Record other accounts receivable and follow up as needed to ensure payment.
- D. Work with the Front-End Manager to establish money handling standards (shorts/overs).

IV. PAYROLL

- A. Process staff payroll and benefits to ensure timeliness, accuracy, correct deductions.
- B. Perform bi-weekly payroll analysis.
- C. Administer staff benefits. Answer staff questions on payroll and benefits.
- D. Maintain records on accrual and use of vacation and sick leave.

V. OFFICE MANAGEMENT

- A. Maintain computer used for accounting, upgrading software as needed.
- B. Ensure back-up for all data entered and backups are protected from fire and theft.
- C. Purchase and keep track of office supplies.
- D. Monitor the network server, including performing daily backups of the server as needed.

E. Maintain Member equity accounting spreadsheets.

VI. Perform other tasks assigned by General Manager within the scope of Financial Planning, Office Management and Bookkeeping processes.

QUALIFICATIONS

- Full-charge bookkeeper experience.
- At least 2 years post-secondary education in business administration or finance
- Familiarity with computers, computer literacy.
- Communication skills--good listener, clear directions.
- Demonstrated ability to follow through on commitments.
- Organized, pays attention to detail.
- Regular, predictable attendance.
- Willingness and ability to learn and grow to meet the changing requirements of the job.