Finance Co-Coordinator: Bookkeeping

This position is responsible for overseeing all financial activity and ensuring accurate, accepted accounting methods are used to maintain and employ up-to-date financial records. This includes maintaining internal payroll processes and providing regular, timely financial reports to Hub owners and outside partners. This role works in tandem with the Deposits & Invoices Finance Coordinator. This position is year-round, with hours ranging from approximately 25-30 hours per week.

Individual Responsibilities:

- Ledger maintenance
  - Reconcile cash accounts
  - Reconcile Accounts Receivable (A/R)
  - Reconcile inventory/Cost of Goods Sold (COGS)
  - Reconcile assets/liabilities (monthly accrual & between store)
  - Reconcile revenue and expense (monthly accrual & between store)
  - Maintain chart of accounts, creating as necessary
- Produce financial statements
  - Balance sheet
  - Income statement
  - Bi-monthly sales reports
  - Monthly labor reports
- Report finance information to the Board/Ownership
  - Present monthly income statement reports at Finance meetings
  - Monthly email communications detailing labor reports
  - Bi-monthly email communications detailing sales reports
- Federal, state and city tax IDs, licensure, and special tax compliance
- Tax
  - Pay monthly sales tax
  - Prepare estimated income tax payments
  - Work with the Hub’s accountant to prepare annual corporate income tax
- Accounts Payable (A/P) entry and payment
  - Be a back-up for invoice processing
- Report finance information to the Hub’s mortgage lenders
- Work with Business Development Coordinator (BDC) to research and implement worker’s comp and business/building insurance packages
- Deposits
  - Double check deposits for the bank; ensure deposits are delivered to the bank
  - Input information from POS into Quickbooks and reconcile
  - Maintain accurate functioning between POS and Accounting ends of software
  - Work with Front End, Service & Marketing Coordinators and Depositor to maintain accurate POS procedures
  - Maintain change of vendor information
- Payroll
  - Communicate with staff and coordinators around payroll processes
  - Enter timesheets and other compensation (PTO, raises, etc) into payroll
Update wages, health insurance withholdings, advances, equity payments, tax withholdings, etc.
Update related financial reports (ex. Labor Report, Dept Hours, etc)
Work with Personnel Coordinator to assure that all employee files include required new hire forms (W-4s, new hire wage notices, etc)
Enter payroll information into Quickbooks
Work with Personnel Coordinator to see that unemployment insurance benefit guidelines are met and followed, as well as filing worker’s comp claims and other employee forms and documentation that are needed from employers

Work with the Internal Operations Coordinator (IOC) to maintain patronage system and distribute patronage payments

**Shared Responsibilities with Deposits & Invoices Coordinator:**
- Analyze bank activity daily
- Cashflow maintenance
  - Use current financials to keep up cashflow projections (weekly and forecasting)
  - Provide the Board/Ownership with weekly or bi-weekly email communications detailing cashflow
- Budget maintenance
  - Use financials to maintain accurate annual and running P&L (I&E) budgets
  - Assist coordinators to reconcile budget inconsistencies
- Report additional finance information to the Board/Ownership
  - Create special reports when requested
- Provide annual trainings for staff on taxes, financial structure of the Hub, etc.
- Work with O/R to reconcile and adjust inventory
- Uphold policy for safe codes
- Create and maintain training/instructional documents pertaining to all aspects of the role

**Desired Qualifications:**
- Organized and detail oriented
- Experience with Excel, P.O.S. Software, & Quickbooks
- Ability to prioritize tasks and work independently and efficiently
- Ability to have candid conversations with co-workers and maintain an open and respectful environment
- Experience in cooperative development
- Motivated individual
- Experience with facilitation and consensus process, management, and/or running a business

**Time Expectations:**
- 25-30 hours/wk
- Flexible schedule
- Attend bi-weekly Finance Meetings
- Attend monthly General Meeting
Compensation

- Starting wage between $15.75 - $17.25/hr, depending on experience
- PTO plus the flexibility to request additional unpaid time off
- Employee discounts on bike and product purchases
- Paid parental leave available after 1250 hours worked
- Option to apply to become a Worker-Owner after 1000 hours worked, which includes paid health insurance (equivalent to an additional $2-$4/hr, depending on plan) and annual patronage dividends