Finance Coordinator: Deposits & Invoices

The Deposits & Invoices Coordinator 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 the weekly processing of cash deposits & payment of invoices as well as communication with vendors. This role works in tandem with the Bookkeeping Finance Coordinator. This position is year-round, with flexible hours ranging from approximately 25-30 hours per week. This position qualifies as level 4 of the wage scale.

Individual Responsibilities:

- **A/P entry and payment:**
  - Reconcile purchase orders to pick slips to invoices
  - Aged payable reporting for cashflow
- **Payroll**
  - Be a back-up for bi-weekly payroll processing
- **Deposits**
  - Retrieve deposits from Minnehaha and Oak locations
  - Count each daily deposit and record any shorts or overs
  - Enter final deposit amount into log spreadsheet
  - Complete all deposits and data entry for each week by the end of the following week
  - Confer with Finance Co-Coordinator around any discrepancies
  - Knowledge of how to use AimSi and LightSpeed, and get necessary reports printed
  - Report any substantial shorts and overs, trends of shorts and overs to coordinators that it concerns and directly to employees who seems to be having trouble with drawer balances
  - Work with Front End, Service & Marketing Coordinators to maintain accurate POS procedures
  - Perform cashbox maintenance at Minnehaha

Shared Responsibilities with Bookkeeping 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 trainings for staff on taxes, financial structure of the Hub, etc., as needed**
- **Credit card**
  - Monitor credit card processing rates, fees and reconcile deposits
  - Collaborate with BDC to find ways to reduce these costs
Troubleshoot refunds and mis-charges
  ● Work with O/R to reconcile and adjust inventory
  ● Uphold policy for safe codes
  ● Create and maintain training/instructional documents pertaining to 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