

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, Internal Operations Coordinator, and Business Development Coordinator. This position is a year-round job ranging from approximately 25-30 hours per week. This position qualifies as level 4 of the wage scale.

Individual Responsibilities:

- Accounts Payable entry and payment:
 - Reconcile purchase orders to pick slips to invoices
 - Aged payable reporting for cashflow
- 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 Bookkeeper around any discrepancies
 - Knowledge of how to use 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, and Marketing Coordinators to maintain accurate POS procedures
 - Perform cashbox maintenance at Minnehaha

Shared Responsibilities with Bookkeeper:

- Analyze bank activity daily
- Cashflow maintenance
 - Use current financials to keep up cash flow 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
- Be a back-up for bi-weekly payroll processing

Desired Qualifications:

- Organized and detail oriented
- Experience with Google Workplace, 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 business development
- Motivated individual
- Experience with facilitation and consensus process, management, and/or running a business

Time Expectations:

- 25-30 hours administrative hours per week
- Additional shifts could be scheduled with the Front End or Service Department to fulfill full-time hours, if desired
- Flexible schedule
- Attend bi-weekly Finance Meetings
- Attend monthly General Meeting
- Meet twice monthly with Internal Operations Coordinator, Business Development Coordinator, and Bookkeeper

Compensation

- Starting wage is 18.75/hr, with consideration for 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 access to health insurance (premiums subsidized by the Hub) and annual patronage dividends

The Hub Bike Co-op does not and will not discriminate for or against any employee or applicant for employment based on sex, gender expression, gender identity, race, religion, creed, color, national origin or ancestry, age, disability, marital status, sexual orientation, military or veteran status, genetic information, child or spousal support withholding, citizen or immigration status, or status with regard to public assistance. This policy applies to all aspects of employment at the Hub Bike Co-op, including recruitment, advertising, hiring, training and development, promotions, transfers, terminations, demotions, layoffs, compensation and benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.