



## Accounting and Bookkeeping Specialist

### JOB SUMMARY

**Position:** Accounting and Bookkeeping Specialist

**Reports to:** General Manager

**Status:** Part Time

**Rate:** Hourly/Non-Exempt

### SUMMARY

To support the financial success of Prairie Roots by ensuring that the co-op's financial practices conform to generally accepted accounting principles. Responsible for providing up to date financial information and analysis to the General Manager, Board of Directors, and management while meeting all established deadlines.

### RESPONSIBILITIES

#### Customer Service

- Provide prompt, friendly and courteous customer service at all times.
- Answer customer questions, complaints and feedback. Take steps to ensure the needs of customers are met in a timely fashion.
- Offer samples, suggestions and product information to customers.
- Maintain familiarity with all areas of the store to best assist customers.
- Inform customers of pertinent store information.
- Maintain familiarity with monthly specials and promotions.
- Become familiar with Co-op values, policies and procedures in order to answer customer questions.
- Answer and route phone calls, take and route messages as needed.

#### Financial Reporting

- Prepare timely, accurate financial statements.
- Provide monthly and quarterly reports to department managers as directed.
- Monitor deviations from budget and inform management.

- Ensure that all quarterly and yearly taxes are paid on time: business, property, corporate, sales, payroll, employment security, and industrial insurance, federal withholding.
- Consult with outside accountant to help General Manager achieve favorable tax status and to complete all yearly tax processes.
- Work with the General Manger to produce operational, capital and cash flow budgets within specified timeline.
- Perform bank reconciliation as needed.

### Accounts Payable

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

### Money Handling

- Prepare bank deposits and enter daily cash receipts to ensure timeliness and accuracy
- Record bad checks, work with Customer Service Manager to collect. Record other accounts receivable and follow up as needed to ensure payment.
- Collaborate with the Customer Service Manager establish money handling standards (shorts/overs). Maintain up-to-date invoice files.
- Give feedback to cashiers via Customer Service Manager on accuracy of cash-handling and drawer-counting.
- Train other employees designated by the General Manager as back-up.

### Payroll

- Process staff payroll and benefits to ensure timeliness, accuracy, correct deductions.
- Perform bi-weekly payroll analysis.
- Administer staff benefits. Answer staff questions on payroll and benefits.
- Maintain records on accrual and use of vacation and sick leave.
- Collaborate with the Customer Service Manager establish money handling standards (shorts/overs). Maintain up-to-date invoice files.

### Other

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

- Perform other tasks assigned by General Manager within the scope of financial planning, office management and bookkeeping processes.
- Be on-call as necessary.
- Strive for continuous improvement.
- Professional Development – willingness to participate and travel.

### Qualifications

- One to three years of experience in bookkeeping and payroll services.
- Familiarity with computers, computer literacy.
- QuickBooks experience highly desired.
- Experience working in a retail store environment.
- Highly organized and detail oriented.
- Ability to work under pressure in a fast-paced environment.
- Demonstrated ability to handle multiple demands.
- Communications skills--clear directions, good listener.
- Experience serving the public.
- Ability to project friendly, outgoing personality.
- Manual dexterity with hazardous equipment.
- Ability to lift 50+ pounds.
- Ability to stand for long periods.
- Regular, predictable attendance.
- Open availability including nights and weekends.
- Willingness and ability to learn and grow to meet the changing requirements of the job.