



## FULL CHARGE BOOKKEEPER JOB DESCRIPTION

**PURPOSE:** To provide timely and accurate financial information and analysis to management, to ensure fiscal responsibility in operations and support achievement of co-op objectives.

**STATUS:** Reports to the General Manager  
Supervise Hands-On-Owners on shift.  
Full-time; 36+ hours a week.

### RESPONSIBILITIES:

#### 1) FINANCIAL REPORTS

- a) Prepare timely, accurate financial statements.
- b) Provide monthly and quarterly reports to department managers as directed.
- c) Monitor deviations from budget and inform management.
- d) Ensure that all quarterly and yearly taxes are paid on time: business, property, corporate, sales, payroll, employment security, industrial insurance, federal withholding.
- e) Consult with outside accountant to obtain favorable tax status.

#### 2) ACCOUNTS PAYABLE

- a) Check invoices for accurate extensions and product assignments.
- b) Pay verified bills, taking supplier discounts when advantageous for cash flow. Maintain good credit.
- c) Enter all COD invoices into the books in timely manner.
- d) Monitor cash flow status. Schedule large payments, in coordination with department managers, and General Manager to avoid strains on cash.
- e) Research and correct problem accounts.
- f) Conduct and oversee maintenance of invoice files.

#### 3) ACCOUNTS RECEIVABLE

- a) Establish new accounts and process credit applications.
- b) Prepare monthly statements for accounts receivable; follow up as needed to ensure payment.
- c) Record and work to collect bad checks with the support of the General Manager as needed. Record other accounts receivable and follow up as needed to ensure payment.
- d) Monitor A/R account, ensuring timely payment and coordinating with appropriate departments.

#### 4) MEMBERSHIP RECORDKEEPING

- a) Accurately record equity payments and refunds in the books.
- b) Reconcile member equity with the books, member database, and POS (monthly).

#### 5) MONEY-HANDLING & BANKING

- a) Prepare bank deposits and enter daily deposits (cash & cards) to ensure timeliness and accuracy. Train other employees designated by the general manager as back-up.
- b) Ensure deposits in the bank are reconciled with the books.
- c) Produce discrepancy reports for the General Manager to inform Cashiers on accuracy of cash-handling and drawer-counting.
- d) Monitor cash accounts (CD's, Money Market, Checking, etc.)
- e) Work with outside contractor to provide bank reconciliations.

#### 6) PAYROLL

- a) Process biweekly payroll (timely, accurate, correct deductions, maintain records on accrual and use of paid time off).
- b) Print paychecks and enter payroll information into the books.
- c) Perform bi-weekly payroll analysis.
- d) Answer staff questions on payroll and benefits.
- e) Produce 1099's and 1096's at year-end.
- f) Ensure accurate/timely payment of payroll taxes and withholdings.

#### 7) TECHNOLOGY & OFFICE COORDINATION

- a) Ensure backup for all data entered. Review systems and recommend improvements as needed.
- b) Oversee IT support to ensure maintenance and appropriate upgrades to Point of Sales System, computer hardware and software as well as other office equipment within budget limitations.
- c) Enter & maintain data in Point of Sale System.
- d) Conduct or oversee the purchasing and tracking of office supplies within budget limitations.
- e) Coordinate office cleaning, recycling, and organization.

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8) OTHER RESPONSIBILITIES

- a) Prepare monthly, quarterly, and other reports as needed to the General Manager and as needed to the Board of Directors.
- b) Attend and participate as appropriate in staff meetings and other meetings as necessary.
- c) Answer and route phone calls, take and route messages as needed.
- d) Perform other tasks conveyed by the General Manager and Board.
- e) Participate in hiring, evaluations, and training when requested by the General Manager.
- f) Train and work with Hands-On-Owners (HOOs) as needed.
- g) Work on the floor as needed.

**Qualifications:**

- Full-charge bookkeeping experience.
- General Finance experience
- Understanding of basic accounting principles.
- Computer literacy, proficiency with accounting software, spreadsheets, word processing, email, keyboarding, and ten key.
- Communication skills--good listener, clear directions.
- Organized, meticulous attention to detail.
- Demonstrated ability to follow through on commitments.
- Regular, predictable attendance.
- Willingness and ability to learn and grow to meet the changing requirements of the job.