



JOB DESCRIPTION

Job Title:	Finance Controller	Reports to:	General Manager
Department:	Finance	Division:	Administrative
Direct Report(s):	Accounts Payable Coordinator; Payroll Coordinator; Accounting Assistant; Accounting Clerk, Accounts Receivable Clerk, Count Out Clerk	FLSA Status:	Exempt
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Revised Position	Last Revised:	May 25, 2018

SUMMARY:

Responsible for the timely and cost-effective performance of the accounting and control functions, reporting results of operations, and providing information systems oversight and support services for the entire organization. Controls the flow of cash through the organization and maintains the integrity of North Coast Co-op's funds. Interprets and implements the fiscal policies of the Board of Directors, establishing financial policies and control over the activities of the organization's various departments. Manages risk by reviewing and engaging insurance policies and other contractual agreements. Works collaboratively as a member of the senior management team to achieve the goals of this cooperatively governed triple-bottom-line company.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

- Oversee the activities of the accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
- Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.
- Oversee the activities of the accounts receivable and payable department to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc., quarter and year-end payroll closing including federal and state reports.
- Assure corporate income tax compliance to assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
- Maintain company records, review contracts, assess risk and engage with insurance broker, legal counsel and other activities that protect the company.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Provide leadership in emergency/accident situations.
- Approach all decision making with environmental and social impact in mind, actively seek ways to improve sustainability efforts in day-to-day duties, and assist in implementing applicable sustainability initiatives.

- *Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

COMPETENCIES:

- Bachelor's degree in accounting/finance
- Sage software (specifically Sage100/MAS90)
- 8-10 years as controller and/or accounting manager
- Retail/grocery experience, specifically with point of sale systems
- Experience in risk management
- Experience supervising and managing staff in a finance setting preferred
- Experience in real estate and/or business acquisitions preferred
- Experience with information technology systems
- Experience with health and 401(k) audits
- Experience implementing and managing budgets
- Proven ability to foster a diverse and inclusive workplace
- Familiarity with natural foods
- Experience working in a cooperative or other triple-bottom-line business structure a plus
- Excellent customer service skills
- Ability to work closely and cooperatively with others
- Previous experience with retail finances and the retail industry
- Demonstrated ability to multi-task, including organizational, prioritization, and time management skills
- Effective communication skills
- Excellent computer skills

WORK ENVIRONMENT:

Fast paced retail floor and kitchens. Work near moving mechanical parts (i.e. coffee/juice machines, ovens, slicers, mixers, etc.) and in cold/hot climate conditions (i.e. cooler or near stove). Ability to work in moderate and loud noise environments including, but not limited to: computers, paging, telephones, human voices, and machinery.

PHYSICAL DEMANDS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and use hands to finger, handle, or feel objects, tools or controls.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

POSITION TYPE & EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

EEO STATEMENT:

North Coast Co-op provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, North Coast Co-op complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

This job description has been approved by all levels of management:

Manager _____

HR _____

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____