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Bookkeeper

Reports to: General Manager

Position Summary

The bookkeeper is responsible for providing timely and accurate financial information and analysis to management, to ensure fiscal responsibility in operations and support achievement of co-op objectives

Bookkeeping Responsibilities

Financial Reports

- Prepare timely, accurate financial statements or work with outside professionals to do so.
- Provide weekly labor reports to department managers
- Ensure that all monthly, quarterly, and yearly taxes are paid on time: business, corporate, payroll, Alaska employment security, federal withholding

Accounts Payable

- Check invoices for accurate department coding.
- Pay verified bills, taking supplier discounts when advantageous for cash flow. Maintain good credit.
- Enter all COD invoices into the books in timely manner.
- Monitor cash flow status. Schedule large payments, in coordination with General Manager.
- Research and correct problem accounts.
- Conduct and oversee maintenance of invoice files.

Accounts Receivable

- Prepare monthly statements for accounts receivable; follow up as needed to ensure payment.

- 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.

Member ship Recordkeeping

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

Money Handling and Banking

- Ensure that deposits in the bank are reconciled with the books.
- Produce discrepancy reports for the General Manager to inform Cashiers on accuracy of cash-handling and drawer-counting.
- Monitor cash accounts (CD's), Money Market, Checking, etc.
- Provide monthly bank reconciliations to General Manager within 7 days after the first of the month or work with external service to do so.

Payroll Responsibilities

- Process biweekly payroll (timely, accurate, correct deductions, maintain records on accrual and use of paid time off).
- Print paychecks and enter payroll information into the books.
- Perform semimonthly payroll analysis.

Technology and Office Coordination

- Ensure backup for all data entered. Review systems and recommend improvements as needed.
- 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.
- Conduct and oversee the purchasing and tracking of office supplies within budget limitations.
- Coordinate office cleaning, recycling, and organization.
- Makes employees feel welcome. Makes sure they are thoroughly and accurately oriented to policies, procedures, customs, and that consistent

information is given out to all. Plans orientation in coordination with new employee's supervisor.

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▪ **Qualifications**

- Full-charge bookkeeping experience
- General Finance experience.
- Understanding of basic accounting principles
- Computer literacy, proficiency with QuickBooks, Excel spreadsheets, word processing, email, keyboarding and ten key.
- Communication Skills – Listens well, gives 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

Desired: Understanding of grocery industry key financial indicators.

- Organized, consistently follows through on commitments
- Ability to work efficiently
- Ability to stand for extended periods
- Ability to work in cold, wet conditions
- Regular, predictable attendance
- Willingness and ability to learn and grow to meet the changing requirements of the job
- Ability to develop and maintain mutually respectful relations with customers, staff, and vendors
- Ability to self-motivate and work independently
- Ability to manage stressful situations in a calm, effective manner
- Dedication to ensuring the customer has the best possible experience