

Coop Job Opening: General Coordinator: Finance

The General Coordinating (GC) team is the Park Slope Food Coop's top level of management. The GC team has responsibility for all aspects of the organization including long-term planning, financial stewardship, management of Coop daily operations including the member-labor system, and supervision of paid staff.

We are seeking a qualified applicant with excellent communication and organizational skills to join the GC team with specific responsibility in the financial area. The ideal candidate is a self-starter and critical thinker who will provide leadership in financial planning, contribute to varied non-financial projects within the GC team, and be open to working in a cooperative, collaborative environment.

Specific Responsibilities including, but not limited to:

- Financial reporting which includes statement preparation every four weeks for presentation to the general meeting and for internal purposes
- Ability to summarize, analyze, and communicate financial data in an organized, concise manner
- Oversee and manage the integrity and reconciliation of our accounting system, Acumatica, and involvement in any decisions regarding upgrades or replacement
- Shared oversight of the Coop's bookkeeping functions
- Financial analysis such as vendor purchases, department analysis, and other such needs
- Formalization and implementation of the Coop's internal financial controls and auditing
- Formal liaison to and responsibility for all financial accounts; includes interfacing with state and federal agencies and participation in yearly audits
- Financial liaison to and the provider of data required by our membership in the National Cooperative Grocers organization

Required:

- At least 5 years work experience in business
- Comprehensive knowledge of Accounting principles
- Strong business & financial analysis skills; preparation/analysis of financial statements
- Facility with numbers and talent with advanced Excel techniques
- Experience managing multiple priorities, working under pressure, and meeting tight deadlines
- Strong interpersonal skills

Desired Experience:

- Degree in Business
- Experience in the grocery or retail industry, and familiarity with trends
- Demonstrated leadership and supervisory skills
- Ability to utilize technology and systems in the workplace and be able to contribute suggestions for improvements
- Interest in and knowledge of the sustainability of our food production and environmental impact
- Experience in a cooperative or collective organization, including working collaboratively with others on group projects

Work Schedule

Average workweek of 45-50 hours, including availability as needed for evening and weekend work and meetings

Salary

The General Coordinator salary is \$91,988.

Benefits

Generous benefits package including health, dental, and a defined benefit pension plan

How to Apply

Please send a cover letter, résumé, and three professional references to:

pc.psfcc@gmail.com and go to <http://bit.ly/FinanceGC> to complete a short questionnaire.

No phone calls please. Applicants will receive an e-mail acknowledging receipt of their materials. Applications will be reviewed on a rolling basis and will continue until the position has been filled.

The Park Slope Food Coop is an equal opportunity employer.