

Coop Job Opening: General Coordinator: Finance ***Revised***

Founded in 1973, the Park Slope Food Coop (PSFC) is the largest single-store cooperative in the country with over 17,000 worker/owner members and sales expected to reach \$56 million this year. PSFC's full-time staff of 75+ employees and the extensive member-labor system enable the Coop to achieve sales per square foot 16 times the national average.

The coop movement that emerged in the early 1970s had two main principles: "Food for People, Not for Profit" and "Cooperation Means Working Together." Striving to express and maintain these goals, the PSFC has evolved into a vibrant community institution. Sustaining the commitment to affordable good food through our participatory work requirement and ensuring PSFC's solid foundation for the future present unique challenges to its management team.

Eight General Coordinators (GC) comprise the PSFC senior management team and oversee over \$9 million in annual operating expense. They are responsible for all aspects of running this successful and growing business, including daily operations, finances, purchasing, hourly staff supervision/hiring/development, management of the member-labor system, building maintenance and insurance.

The impending retirement of the senior GC in charge of finance offers an exciting opportunity to the qualified candidate to become a member of the three-person GC team who together head the financial decision-making and accounting activities while also contributing to or taking the lead on varied non-financial projects essential to the Coop's continued growth and innovation.

Responsibilities include:

- Management of key financial activities including: the accounting system (Acumatica); operations and financial data analysis; financial statement and audit preparation; shared oversight of three bookkeepers; development of internal financial policies; financial presentations to PSFC members at monthly General Meetings; interfacing with city/state/federal agencies and banking institutions
- Shared responsibility for all Coop operations plus willingness to take the lead on non-financial projects
- Collaborative long-range planning for the Coop

Experience & Skills Required:

- Degree in a business field
- Minimum of 5 years work experience in business, including financial statement preparation and financial data analysis and presentation
- Self-starter and critical thinker with significant experience in managing financial infrastructure
- Senior level financial decision making for complex, mid-sized organization and/or business
- Comprehensive knowledge of accounting principles
- Leadership and supervisory skills built on strong communication and personal organization
- Ability to manage multiple priorities and projects, work under pressure, and meet tight deadlines
- Facility with numbers and proficiency in advanced Excel techniques

Desired:

- Experience in the grocery industry
- Experience in a cooperative or collective organization

Work Schedule

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

Salary & Benefits:

The General Coordinator salary is \$91,988. Generous benefits package including a defined benefit pension plan, health/dental coverage, and 5 weeks annual vacation. No payroll deduction for benefits.

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.