



## **Lovettsville Cooperative Market Bookkeeper Job Description**

### **Position Summary**

Maintain financial records, helping the Coop to understand their finances and manage their cash flow. Record financial transactions and ensure financial records and statements are accurate and up to date. This work involves using specialized software, including accounting programs and spreadsheets. Will also track business income and spending. Will be the first contact for financial inquiries pertaining to the Coop.

### **Duties**

- Processing payments, invoices, income and receipts and entering data into accounting software or databases then filing hard copies
- Preparing financial statements showing business income and expenditure
- Paying vendor invoices and tracking bank account balances
- Completing VAT returns
- Verifying the accuracy of business accounts and alerting the Accountant of errors
- Recording any inconsistencies to help the Accountants reconcile inaccuracies
- Developing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing employee wages
- Managing employee expense claims
- Helping the Accountant with administrative duties and preparing yearly accounts
- Maintain practices and procedures for daily operations that will ensure a stable, profitable, and growing business.
- Monitor and manage operations throughout various departments.
- Ensure ingredients, product selection, and food preparation is consistent with Lovettsville Food Co-op Mission Statement.
- Ensure all health and safety rules are properly followed.

- In the absence of the General Manager, assume full authority and responsibility for the Co-op.
- Ensure all Governmental regulations are enforced.

### **Merchandising and product management**

- Ensure an aesthetic, engaging, and comfortable shopping and dining experience.
- Assist in the innovation, coordination, and implementation of effective merchandising plans.
- Work collaboratively across departments to emphasize and deliver dynamic merchandising.
- Foster relationships with vendors and producers to develop effective product promotion and merchandising.

### **Human Resources**

- Assist in the hiring, training, supervision, and evaluation of performance for department managers and staff.
- Assist in the supervision of department planning and goal setting.
- Supervise and assist all department managers in achieving their goals.
- Perform annual and periodic reviews of department leads and staff.
- Proactively train, develop, and coach employees towards early success.
- Support an organizational structure that promotes fair distribution of work, while maintaining maximum services to customers and members.
- Maintain detailed and accurate documentation for all department managers and staff.

### **Participation and Leadership**

- Practice effective delegation, communication, and feedback.
- Participate with the General Manager and Board as co-leaders in identifying emerging trends and progressive practices, when establishing organizational goals and objectives.
- Monitor and manage member and community relations.
- Advise the General Manager of instances where a policy of Lovettsville Food Co-op should be altered, abandoned, or replaced.
- Assist the General Manager with effectively communicating our vision, mission, and commitment to the community.

**Other duties as indicated by the General Manager.**

### **Requirements**

- Reliable transportation
- Open availability
- Strong communication skills
- Excellent customer service skills
- A Minimum of 3 years in the natural food industry
- Knowledge of Organic/Natural food preferred

- High standard of integrity and reliability
- Flexible schedule