



Finance Manager Job Description

Department: ADMIN/Finance
Reports to: General Manager

Pay Range: ADMIN/Salary
Status: Exempt

Job Summary: Ensure accuracy, timeliness, maintenance and security of WFC financial and ownership transactions, records and reporting in compliance with established practices and policies of WFC and with accepted accounting principles and in a format compatible for sharing designated information with other retail food cooperatives.
Hire, train, evaluate, coach and supervise designated employees in compliance with established practices, policies and budget restrictions to achieve goals for financial reporting, labor expense and customer service.

Essential Duties and Responsibilities:

Storewide

1. Abide by all WFC policies and procedures as outlined in the Employee Handbook and Policy & Procedure Manual.
2. Consistently and positively promote ownership and owner benefits.
3. Follow and ensure compliance with all safety practices and policies.

Customer Service

1. Exceed expectations of internal and external customers for service and provide a welcoming environment for all in accordance with WFC's customer service standards.
 - a. Resolve customer concerns.
 - b. Anticipate customer needs.
 - c. Promptly respond to requests for service and assistance.
 - d. Schedule and post electronically position hours to ensure availability of department support.
2. Treat all customers and co-workers fairly, consistently and with respect.
3. Engage in creating and maintaining a positive, ethical and productive workplace that contributes to achieving progress on WFC's ENDS.

Job Specific

1. Ensure accuracy, timeliness, maintenance and security of cash handling, accounts payable, accounts receivable, payroll and general ledger in compliance with established practices and policies of WFC and with accepted accounting principles and in a format compatible for sharing designated information with other retail food cooperatives.
2. Ensure accuracy, timeliness, maintenance and security of ownership records in compliance with established practices and policies of WFC and with accepted accounting principles.
3. Hire, train, evaluate, coach and supervise department employees in compliance with established practices, policies and budget restrictions to achieve department goals.
4. Ensure cleanliness and maintenance of department equipment, storage areas and office areas in compliance with established practices and communicate to General Manager and document any equipment maintenance or safety concerns and incorporate any equipment and safety needs into budget requests or allocations.
5. Participate in storewide management including, but not limited to, completing requested work product and participating in ADMIN/OPS/MANAGEMENT Team, department and storewide meetings.
6. Perform other tasks assigned by the General Manager.

Knowledge, Skills, Abilities

- Post-secondary business management or accounting degree or minimum five years experience in business management or accounting
- Minimum five years experience supervising multiple employees including, but not limited to, interviewing, training, coaching and evaluating
- Experience in retail, grocery, natural foods and/or cooperative management
- Analytical ability and proficiency in math
- Outstanding customer service skills
- Attention to detail and good organizational skills
- Ability to handle multiple demands, work under time pressures and meet deadlines
- Personal integrity to handle confidential information
- Willingness to be open, to learn and to take on new responsibilities
- Demonstrate objectivity, neutrality and calmness under pressure
- Ability to follow through on systems and procedures
- Computer proficiency including, but not limited to, keyboard experience, email, Word, EXCEL, data base management
- Ability to work efficiently in a fast-paced environment
- Regular, predictable attendance
- Effective communication skills in English
- Available to work evenings, weekends, holidays

Work Environment:

- I. Constant Exposure
 - a. Background music and in-store pages
 - b. Food odors, grain and spice dust, food allergens (e.g., proximity to preparation of seafood)
 - c. Air conditioning set to needs of electronic equipment

Essential Physical Requirements

1. Ability to frequently lift and move up to 25 lbs throughout shift
2. Frequently stand, walk, squat, bend, sit, balance and rotate body
3. Frequently ascend and descend stairs, ladders and step stools
4. Ability to safely use sharp cutting instruments
5. Ability to do repetitive office tasks (sitting at a desk, reaching, bending, filing, using a computer keyboard and looking at a computer screen) for up to eight hours per day
6. Manual dexterity to handle writing instruments, keyboards, computer mouse, scissors, stapler, etc.
7. Use of hands to operate machinery such as computer keyboard, adding machine and copier

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.