

Bookkeeping Coordinator: Full time

The Park Slope Food Coop is seeking reliable, self-motivated applicants with a minimum of 2-3 years accounting and/or bookkeeping experience to join our Bookkeeping Department.

The successful candidate will be proficient in executing a wide range of financial transactions, particularly in accounts receivable and/or accounts payable, be punctual, eager to learn, willing to take on new responsibilities, maintain high standards of accuracy, display initiative in allocating work, anticipate and solve problems, and be able to work effectively, both as part of a team and independently.

Under the supervision of the General Manager, the Bookkeeping Coordinator team is responsible for financial and other functions that support the Coop's goal of remaining a financially viable and sustainable cooperative.

This is an on-site position.

**Responsibilities of this job will include but not be limited to:**

- Coordinate and oversee the work of members assigned to bookkeeping tasks
- Monitor and support member payment/cashier system
  - Oversee flow of cashier funds and repairs of cash counting machines
  - Daily accounting for all payments made through point-of-sale system
  - Investigate discrepancies and follow up with members regarding non-payment
  - Ensure accurate recordkeeping in accounting system of member investments and fees
- Reconcile debit card and petty cash transactions
- Respond to requests from outside auditors
- Review and submit select invoices for payment
- Delegate, train, and document procedures for staff and members
- General support and coverage for the Bookkeeping Department, including invoice entry preparation, payroll, management reports, and other duties as assigned

**The Coop is looking for applicants who have these skills and qualities:**

- Working knowledge of accounting principles and completion of a wide range of financial transactions in accounts receivable and/or accounts payable
- High degree of accuracy and attention to detail, especially with repetitive tasks
- Ability to remain calm under pressure, handling multiple demands, meeting deadlines, and following through on assigned tasks
- Excellent organization, verbal and written communication skills
- Able to effectively work with a wide variety of people, with experience working in environments requiring many face-to-face interactions
- Ability to receive feedback and direction from others, in order to improve and correct performance
- Flexibility that allows you to readily adapt to evolving Coop needs
- Proficiency with accounting software and Excel spreadsheets
- Able to identify opportunities to improve workflows and automate processes
- Experience with Apple computers a plus

**Schedule:** 30-hour workweek on site, Monday through Friday, six hours per day; start time between 9 AM and 11 AM (to be finalized upon hire). Flexibility to work up to 40 hours to provide occasional coverage for bookkeeping colleagues is required.

**Work Environment:** Candidates must be comfortable in noisy, hectic surroundings in close quarters with others.

**Wages:** \$35.93/hour

**FLSA Status:** Non-exempt

**Benefits:** Three weeks' vacation, 11 Health/Personal days, five paid holidays, health insurance, pension plan, and 401K

**Prerequisites:** Must be a current member of the Park Slope Food Coop for at least 12 months immediately prior to application.

### **How to Apply:**

To apply, go to: <http://bit.ly/PSFCJobs>

Please include a cover letter with your application. If you applied to a previous Coop job offering, please resubmit your materials. Applications will be reviewed on a rolling basis until the position is filled. Please do not contact the Membership Office to inquire about this position.

The Park Slope Food Coop is an equal-opportunity employer that values diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills and are seeking an applicant pool that reflects this diversity. All employment is decided based on qualifications, merit, and Coop needs.