

<b>POSITION TITLE:</b>	Controller
<b>DEPARTMENT:</b>	Management Staff
<b>REPORTS TO:</b>	General Manager
<b>SALARY GRADE:</b>	E005

<b>OVERALL RESPONSIBILITY:</b>	Oversee the accounting, finance, credit and collections, data processing, personnel, communications, and cleaning services functions of the Co-op.
<b>KEY TASKS AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Supervise and coordinate the activities of the accounting, data processing, and personnel staff.</li> <li>• Manage the business record system of the Co-op, such as accounting journals, general ledgers, accounts payables, accounts receivables, payroll, personnel, and patronage records.</li> <li>• Confirm that the business record system is in compliance with all Co-op policies and procedures and all local, State, and Federal regulations.</li> <li>• Manage the Co-op Investment Portfolio.</li> <li>• Oversee Co-op insurance programs such as assets insurance, liability insurance coverage, employee coverage, etc., securing the best coverage available at the best cost.</li> <li>• Assure that internal and external reporting requirements, including government reporting, is accurate and completed in a timely manner.</li> <li>• Record the minutes of the Co-op's Board of Directors meetings.</li> <li>• Present financial reports at the Board of Directors meetings.</li> <li>• Work with all department and division managers to develop and maintain the annual budget.</li> <li>• Coordinate and support the inventory activities of all store locations.</li> <li>• Participate in employee training, as needed.</li> <li>• Serve as liaison with organizations providing professional services to the Co-op such as auditors, pension consultants, pension trustees, etc.</li> <li>• Respond to inquiries from patrons, vendors, or government agencies.</li> <li>• Identify changes to Co-op policies related to accounting, internal control, and personnel practices, assuring the maintenance and documentation of these policies.</li> <li>• Assure that adequate cash balances are on hand for Co-op operation. Duties include serving as liaison to lenders, borrowing funds, and making required loan payments.</li> <li>• Support Retail Store Managers in credit and collections activities. Duties include enforcing Co-op policies, making credit and collections decisions, etc.</li> <li>• Oversee the Co-op's communications system. Duties include maintaining the telephone system, selecting long-distance carriers, etc.</li> <li>• Supervise the cleaning services staff, assuring that the facilities are adequately maintained.</li> <li>• Purchase and maintain accounting and office equipment and machinery.</li> <li>• Maintain proper safety and housekeeping standards in the assigned work area, as described in the Employee Manual.</li> <li>• Perform any other duties, as directed.</li> </ul>
<b>SKILLS AND ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Team-Oriented Personality</li> <li>• Analytical Skills</li> <li>• Strong Organizational Skills</li> <li>• Ability to Train and Supervise Others</li> </ul>
<b>EXPERIENCE REQUIREMENT:</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor's Degree in Accounting</li> <li>• Coursework or Equivalent Experience in Finance, Computer Science, Retail Operation, and Supervision</li> </ul>