

POSITION TITLE:	Conroller
DEPARTMENT:	Management Staff
REPORTS TO:	General Manager
SALARY GRADE:	E007

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