



## The Food Co-op Job Description

<b>Job Title: Chief Financial Officer</b>	<b>FLSA type: Exempt</b>
<b>Department: Finance</b>	<b>Wage Classification Level: Exempt 8</b>
<b>Reports To: General Manager</b>	<b>Last Updated: 11/11/2020</b> <b>Replaces: 08/2016</b>

### **General Purpose:**

Under the supervision of the General Manager, the Chief Financial Officer (CFO) nourishes our community by serving as a member of the leadership team and by managing, analyzing and interpreting all budget and financial data. The CFO is the primary financial officer for the Food Co-op and is responsible for establishing and administering Co-op policies and processes for financial accountability. The CFO is ultimately accountable for accurate financial records, financial reports, contract reviews, risk assessment, and financial legal compliance. The CFO establishes and maintains records and processes that are compliant with generally accepted accounting principles (GAAP) and conducts financial audits, systems analysis, strategic planning, and financial development processes.

### **Accountable for Key Financial Responsibilities**

1. Proper, timely and accurate account reconciliations.
2. Timely & accurate reports in compliance with law.
3. Proper, timely and accurate tax and other reporting.
4. Adherence to Generally Accepted Accounting Principles (GAAP).

### **Essential Functions/ Responsibilities:**

#### **Budget and forecasting**

1. Plans and carries out budget procedures, budget forecasts and cash flow projections.
2. Regularly monitors expenditures and revenues and communicates monitoring status to the General Manager.
3. Facilitates the preparation of budgets and budget materials by each Co-op department. Assists in the development of multi-year forecast estimates for expenditures and revenues; reviews department performance measures.
4. Compiles data; analyzes and interprets information. Gives budget/financial advice on management issues.

#### **Financial Records, Contract Compliance, Risk Management.**

5. Prepares financial reports for the Board and for the Annual General Meeting.

6. Provides GM and managers with accurate and timely financial and budget compliance reports.
7. Provides necessary information to auditors, CPA and tax accountant to respond to their questions.
8. Reviews contracts and ensures contract compliance.
9. Establishes and maintains adequate internal controls
10. Works with Finance Manager to ensure clear audit trails and appropriate financial records are maintained.
11. Assesses risk and ensures adequate liability and operating insurance is in place.

### **Financial and Strategic Planning**

12. Researches and prepares budget-impact statements on a wide range of issues, which may include new wage and benefits plans, projected sales comparisons, reviews of lease or purchase options, facilities and equipment issues, etc.

### **Leadership**

13. Serves as a member of the leadership team, providing support to the GM and collaboration with other management team members in order to meet the organization's goals.
14. Ensures appropriate communication and education of Co-op managers and staff around budgeting, financial best practices, risk and related topics as needed.
15. Collaborates on the creation of organizational policies. Creates financial policies, practices and procedures.

### **Supervises Finance Manager and Finance Operations**

16. Responsible for overall operation of Finance Department. Delegates work flow as appropriate to other department members to insure accuracy and timely completion of duties. Supervises the Finance Manager.
17. Provides effective leadership for the Finance team that fosters excellent communications, customer-service and team work.
18. Oversees the daily activities of the Finance Manager. Monitors and evaluates performance, ensures receipt of proper technical and customer relations training, and ensures Finance Manager knows and adheres to department and store policies and procedures.
19. Responsible for approval and administration of the Finance Department budget.
20. Serves as a back-up for Finance functions as necessary.
21. Works with Finance Manager to audit financial records for accuracy, ensuring financial records are maintained appropriately, and that clear audit trails are kept. Ensures compliance with established confidentiality policy and security standards.

***This job description is not intended to be all-inclusive and is subject to change at any time based on business or operational need.***

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**Other Functions/Responsibilities:**

1. Creates investor letter and other financial correspondence.
2. Meets with bank officials regarding financial strategies.
3. Actively participates in all Finance, Management and Leadership Team meetings, storewide staff meetings, trainings, and lean initiatives as assigned.
4. Supports staff from all teams to ensure optimal store operations and customer satisfaction.

**Minimum Requirements:**

Education: AA in Accounting or equivalent combination of education or work experience required. Training and understanding of Generally Accepted Accounting Principles (GAAP) required. Demonstrated understanding of double entry accounting and account reconciliation. Valid Food Worker Card issued in WA or acquired within 2 weeks of hire.

Experience: 3-5 years relevant accounting or finance experience required. Previous retail Grocery or Co-operative experience highly preferred. Previous retail financial operations experience preferred.

**Abilities/Skills/Know How:**

Proven ability to successfully exercise broad conceptual judgment. Ability to demonstrate initiative and to oversee complex accounting issues. Proficient computer skills, including working knowledge of Microsoft Office Outlook and Word and intermediate to advanced knowledge of Excel. 1. Well-developed project planning and problem-solving skills. Familiarity with Business Works and/or Access preferred. Knowledge of Catapult software a plus.

**Qualifications (knowledge, skills, abilities):**

- Strong strategic thinking, judgment and decision-making ability.
- Ability to prioritize, organize, delegate, and perform multiple tasks & projects with minimal supervision.
- Excellent attention to detail and highly developed ability to maintain accuracy.
- Ability to maintain proprietary, financial and other sensitive information in a confidential manner.
- Ability to effectively train and supervise.
- Ability to maintain positive working relationships with diverse groups including the ability to communicate effectively with all levels of staff, members and vendors about financial procedures and information.
- Proficient computer skills, including working knowledge of Microsoft Office Outlook and Word and intermediate to advanced knowledge of Excel. Familiarity with Business Works and/or Access preferred. Knowledge of Catapult software a plus.

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- 10 key proficiency.
- Scheduling flexibility (schedule is generally Monday-Friday, but job may require occasionally working on an evening, weekend or holiday).
- Valid Food Worker Card issued in WA, or acquire within 2 weeks of hire.
- excellent customer service skills including the ability to communicate effectively and interact with customers, staff and vendors in a positive manner in person and over the phone.
- Ability to work effectively in a collaborative team environment.

**Physical Requirements:**

- Ability to sit for long periods of time, up to 8 hours.
- Ability to operate office equipment such as computer, phone, copier, stapler, calculator, etc.
- Ability to read small print on source documents and perform complex math skills.
- Ability to stand, walks, bend & reach.
- Ability to occasionally lift up to 25 pounds with or without reasonable accommodation.

<b>Employee Acknowledgement</b>	
I have been provided with a copy of this job description. I have reviewed this job description and understand the responsibilities of this position. I am with or without reasonable accommodations able to perform the functions and responsibilities of this position.	
Employee Signature	Date

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