

NEIGHBORHOOD CO-OP OFFICE MANAGER / PERSONNEL ADMINISTRATOR JOB DESCRIPTION

Purpose: To assist the General Manager in ensuring fiscal responsibility in Co-op operations by providing up-to-date, accurate financial information and to assist the General Manager by administration of the personnel systems of the Co-op.

Status: Reports to General Manager.
Pay Level V

Responsibilities:

I. ACCOUNTS PAYABLE

- A. Check invoices for accurate extensions and department assignments.
- B. Pay verified bills, taking supplier discounts when advantageous for cash flow and to maintain good credit.
- C. Check cash flow status with General Manager to schedule large payments.
- D. Research and correct problem accounts.
- E. Maintain invoice files.
- F. Enter invoices paid by manual checks.

II. GENERAL BOOKKEEPING

- A. Enter daily cash out sheets to ensure timeliness and accuracy.
- B. Give feedback to cashiers via Customer Service Manager on accuracy of cash-handling and drawer-counting.
- C. Reconcile bank deposits to ensure accuracy of cash-handling and drawer-counting.
- D. Deliver daily bank deposits, get change for cash box and drawers.
- E. Confirm credit card settlement deposits to bank account, reconcile monthly.
- F. Bill accounts receivable and follow up as needed to ensure payment.
- G. Collect on bad checks as needed following written procedures.
- H. Bill for newsletter ads and follow up as needed to ensure payment.
- I. Back up accounting software database daily and take offsite.
- J. Submit Co-efficient monitoring data monthly.

III. PAYROLL

- A. Maintain timekeeping hardware and software and ensure accuracy of timeclock submissions.
Back up timekeeping database regularly.
- B. Process staff payroll to ensure timeliness, accuracy, correct deductions. Ensure documentation of all pay rate changes.
- C. Maintain records on accrual and use of paid time off (PTO).
- D. Answer staff questions on payroll and benefits.
- E. Submit new hire and wage reports to Illinois Department of Employment Security monthly.

IV. PERSONNEL ADMINISTRATION

- A. Update personnel policy manual as policies are revised and developed, and issue to staff.
- B. Maintain up-to-date, confidential personnel files of employees.
- C. Coordinate orientations for new staff.
- D. Coordinate sexual harassment prevention policy compliance and serve as confidential contact for complaints.
- E. Schedule pay reviews and evaluations and remind managers as needed. Assist managers with revision, distribution and collection of evaluation feedback forms. Ensure records of evaluations are kept in personnel files.
- F. Administer annual employee survey.
- G. Maintain Co-op Threads program

V. BENEFITS ADMINISTRATION

- A. Enroll employees in medical insurance and health benefits plans, and explain plans to employees.
- B. Enroll employees in 401(k) retirement plan, and explain plan to employees.
- C. Process workers comp claims.
- D. Process unemployment benefits claims.
- E. Handle COBRA notification, payments and records for former employees.

VI. OFFICE MANAGEMENT

- A. Maintain office equipment (time clock, copiers, etc.) Troubleshoot breakdowns, arrange for repairs and regular maintenance.
- B. Maintain phone system and work with vendors to make necessary changes.
- C. Restore POS database to backup server weekly.
- D. Maintain office filing system.
- E. Order and maintain office supplies including business cards and letterhead.

VII. OTHER DUTIES

- A. Attend management team and storewide meetings.
- B. Participate in developing operating and capital budgets
- C. Perform Manager-on-Duty shifts as assigned.
- D. Perform other tasks assigned by General Manager.

QUALIFICATIONS

- A/P bookkeeping experience.
- Familiarity with computers, computer literacy.
- Organized, pays attention to detail.
- Regular predictable attendance.
- Willingness and ability to learn to meet the changing requirements of the job.
- Demonstrated objectivity, neutrality, calmness under pressure.
- Demonstrated ability to follow through on commitments.
- Communications skills--good listener, clear instructions.
- Experience developing systems and procedures.
- Ability to maintain confidentiality with sensitive employee information.

To apply, please send cover letter and resume to Francis Murphy at francis@neighborhood.coop