



Financial Manager

Providence, RI

Full-time · Hourly

The Mission

We're looking for a Financial Manager to ensure Urban Greens Co-op Market's financial operations conform to generally accepted accounting principles, while providing financial information and analysis to the General Manager, and the management team to ensure achievement of the market's objectives.

Excited to build a store environment from the ground up? As a member of the store management team, you must be comfortable with ambiguity, able to work autonomously, and energized by growing a team that's looking to create a unique way for communities to participate in the way they eat and shop every day.

What You'll Do

- Financial reporting
 - Prepare monthly, quarterly, and year-end financial statements in accordance with timelines established by the General Manager.
 - Provide verbal and/or written reports analyzing financial performance in relationship to budget.
 - Monitor deviations from budget and inform management.
 - Meet with department managers upon request to interpret financial statements and recommend course of action.
 - Ensure that all quarterly and yearly taxes are paid on time: business, property, corporate, sales, payroll.
- Financial operations
 - Develop operating, capital, and cash flow budgets in collaboration with the General Manager. Prepare finance proposals, including budget and cash flow projections.
 - BNegotiate with financial institutions for favorable terms, as directed by the General Manager.

- Maintain ongoing relationships with lending institutions, provide requested information.
- Accounting
 - Ensure timely accurate payments and record-keeping.
 - May be required to coordinate physical inventory process.
 - Review payroll and act as backup to HR as necessary to ensure timeliness, accuracy and correct deductions.
 - Execute miscellaneous billings and follow up as needed to ensure payment.
 - Ensure up-to-date filing systems.
 - Oversee maintenance of accurate, up-to-date member equity records.
 - Coordinate issuance of patronage refunds (as applicable).
 - Develop and maintain policies and procedures with General Manager for handling cash.
 - With Front End Manager to monitor proper cash handling procedures for front-end staff.
 - Verify bank deposits and record daily cash receipts to ensure timeliness and accuracy.
 - Reconcile bank statements monthly.
 - Prepare end of year review packet for financial review or audit; coordinate annual close-out of year.
- Computerized Management
 - Ensure back-up for all data entered.
 - Research hardware and software options as needed.
 - Keep existing software updated.
- Customer Service
 - Greet customers, smiling and making eye contact. Assist customers with questions, in prompt, friendly, courteous manner, referring them to others when necessary.
 - Assist other departments as appropriate to ensure the highest possible store operations and customer service.
 - Handle unplanned situations calmly, smoothly and in alignment with pre-established policies.
 - Ensure the highest level of service possible to our internal customers.
- Miscellaneous
 - Perform other tasks as assigned by General Manager.
 - Attend Leadership Team meetings.
 - Maintain documentation of procedures.

Qualifications

- Experience in financial management, retail financial management
- Some formal accounting education
- Experience in developing budgets
- Ability to interpret financial statements for non-accountants
- Ability to plan, develop, implement and analyze systems
- Experience with financial management software, spreadsheets, and databases
- Organized and detail oriented
- Ability to lift and carry 50 pounds

At Urban Greens, we're a food co-op that's owned by members of the community and we're always seeking to create an environment that welcomes and represents every individual. That's why we're proud to be an equal opportunity workplace and an affirmative action employer.

Ready to apply?

Submit a completed application today at <http://www.urbangreens.com/jobs>.