

Oryana

Job Description



Job Title: Finance Manager
Department: Finance
Reports To: General Manager
FLSA Status: Exempt
Pay Level: VI
Prepared By: WW/SN
Prepared Date: 11/17

Summary

The Finance Manager works under the General Manager to provide oversight of the financial health of the organization, securing the assets and meeting all of the outstanding obligations in accordance with generally accepted accounting principles along with providing the General Manager, Leadership Team and Board financial information and analysis to meet co-op objectives, performing the following duties personally or through staff.

General Responsibilities of Co-op Managers

Customer Service

- Role models excellent customer service for staff and provides excellent internal service to staff.
- Understands and is accountable to the Oryana Leadership Qualities, Expectations and Values and consistently provides the highest level of service to all.
- Ensures that employees provide excellent customer service and receive appropriate CS training.

Human Resources

- Actively addresses performance and personnel issues in a timely manner and/or ensures they are addressed by department managers/leads.
- Follows co-op policies in the spirit intended and ensures that others do the same.
- Ensures that staff evaluations are completed properly and on time.
- Follows good documentation practices and ensures that managers/leads also follow good documentation practices.
- Oversees pay increases.
- Maintains updated job descriptions for all supervised staff.
- Ensures that high quality, qualified applicants are hired to fill vacancies in a timely manner following established hiring practices.
- Ensures that all staff receive appropriate orientation and training.
- Ensures development and maintenance of useful training materials and SOPs (standard operating procedures).
- Ensures appropriate safety training for all staff.

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Financial Practices

- Supports departments to meet labor, sales and margin goals determined in conjunction with the General Manager.
- Ensures departments managers use and have working knowledge of personnel reports, margin reports, weekly sales numbers, financial goals and inventory turns.
- Communicates relevant sales, margin and labor goals to staff on a regular basis.
- Communicates standards, expectations, policy changes and product knowledge to staff.

Management Practices

- Actively participates in Leadership team meetings.
- Stays current on global trends and changes that affect the natural foods industry.
- Understands the cooperative principles and business model.
- Understands and supports the Oryana Business Philosophies.
- Responds to challenging situations in a positive and professional manner including proposing new ideas or better ways of doing things.
- Demonstrates regular, predictable work attendance.
- Demonstrates a willingness and ability to cooperate and communicate with co-workers, supervisors, subordinates and/or outside contacts in a timely and appropriate manner.
- Completes goals and workplan tasks in a timely manner, meeting established deadlines.
- Follows health and safety rules.
- Maintains working knowledge of processes and solutions for store emergencies.

Essential Duties and Responsibilities of Finance Manager

- Ensures necessary operational duties are completed by agreed upon deadlines, either personally or through staff.
- Ensures that Oryana is operating within the boundaries expressed by executive limitations as interpreted by the General Manager.
- Works with the GM to ensure alignment of financial conditions and Board stated Ends policies.
- Works with the GM to implement control in fiscal management of Oryana through the creation of modeling and reporting including peer and industry comparisons, financial performance indicators and benchmarking, and by providing analysis and professional opinions to the GM.
- Evaluates accounting systems and procedures and makes changes when necessary to improve the overall efficiency of the system.
- Develops and implements an operational plan for working capital and cash management in collaboration with the GM. Creates modeling, reporting and benchmarking resources with regards to working capital and cash management.
- Works with the GM to oversee the administration of the investment of reserves.

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- Establishes and maintains a system of checks and balances to control and safeguard Oryana resources. Recommends and administers proper insurance coverage.
- Directs and participates in the compilation of financial and related statistical data to interface with both short-term and long-range planning and administrative management; creates modeling, reporting and benchmarking resources with regards to future planning.
- Advises General Manager of legislative changes that may affect financial operations.
- Participates in the planning, development, and implementation of operational and strategic goals; creates modeling, reporting, and benchmarking resources and provides analysis of the financial impact of goals.
- Coordinates with General Manager in preparing the operating and capital budgets based on past, present, and future activities; this includes the creation of modeling, reporting and benchmarking resources for budgeting.
- Creates financial modeling, operational tools and monitoring systems, and reporting using Excel or other software to support upper management and operations and administrative management to help establish and monitor performance to metrics as approved by the GM.
- Creates financial reporting for GM to show compliance with Executive Limitations Monitoring for the Board, banking and financial institutions, taxes, CPA, and Yearly Reports for Ownership.
- Supports the retail operations and administrative departments with review, analysis and recommendations to help them fulfill performance targets and goals
- Assists and supports external audits of operations.
- Prepares necessary correspondence as needed to government agencies, vendors, associations, or other persons or groups concerning financial matters.
- Assures creation and accuracy of financial statements and keeps GM advised as necessary.
- Establishes, coordinates, and administers the financial aspects of co-op membership records and directory. Recommends, coordinates, and administers policies for membership accounts receivable and collections.
- Assures accurate and timely completion and filing of necessary filings – 1099s, payroll taxes, sales tax, and other tax returns.
- Attends Board meetings to present financial reports as requested by the General Manager.
- Assists the General Manager in the administration of vendor financing terms, banking arrangements, loan agreements and other agreements; the financial aspects of contracts, bids and leases; and investigates sources of funding.
- Models patronage data in collaboration with the General Manager; assures timely and accurate patronage recordkeeping in accordance with by-laws; and responds to member questions regarding patronage.
- Serves as a resource for Open Book Management initiative, which includes attending weekly Store huddles, providing weekly data to departments for forecasting, and working with department managers to set targets in advance.
- Other duties may be assigned.

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Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – Collects and researches data; Designs work flows and procedures.
- Problem Solving – Identifies and resolves problems in a timely manner; Works well in group problem solving situations.
- Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Customer Service – Manages difficult or emotional customer situations; Responds to requests for service and assistance.
- Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication – Responds well to questions; Participates in meetings.
- Teamwork – Balances team and individual responsibilities; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
- Delegation – Delegates work assignments; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Continually works to improve supervisory skills.
- Business Acumen – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition.
- Diversity – Shows respect and sensitivity for cultural differences.
- Organizational Support – Follows policies and procedures; Supports organization's goals and values.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Safety and Security – Observes safety and security procedures.
- Attendance/Punctuality – Is consistently at work and on time.
- Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A.) from four-year college or university; or three to four years related experience and/or training; or equivalent combination of education and experience. Proven supervisory, accounting/finance and Excel experience required, CPA and/or retail accounting experience preferred.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; talk or hear and feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl and sit.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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