



## Job Posting

### Accounting Manager for Cooperatively Owned Grocery Store

Job Title: Accounting Manager

Status: Full-time, On Site

Company: Bethlehem Food Co-Op

Location: Bethlehem, PA

Compensation: \$50,000 to \$60,000 per year

Reports To: General Manager

#### Who We Are

We will be the first and only community-owned, full-service grocery cooperative in the Lehigh Valley! The store will be open to all shoppers year-round. We are currently building our grocery store at 250 East Broad Street, Bethlehem, Pennsylvania with a late summer 2024 projected opening. We represent over 1500 member-owners to encourage physical, social, and economic health by providing healthful, affordable food; emphasizing local, sustainable, humane, and natural food systems; and offering unique educational opportunities to the entire community. We are a diverse community that promotes diversity, equity, and inclusion in everything we do!

#### Why work with us?

You will be a part of the historic operating team that opens the Bethlehem Food Co-Op grocery store! You will have a significant impact on our organization. As the Accounting Manager, you will manage the financial resources of the organization. You will make an additional impact by collaborating with the HR Specialist and GM to hire and train your opening direct report. Go with us and grow with us!

Our leadership team is developing a comprehensive benefits package that includes PTO, staff discounts, health benefits, and more!

#### Job Summary:

We are looking for a motivated and experienced Accounting Manager to join our team at a fast-paced startup cooperative grocery store. As the Accounting Manager, you will be responsible for managing the financial resources of the store, including budgeting and forecasting, general ledger management, accounts payable and receivable, payroll administration, internal controls and compliance, and team leadership and development. You will also be responsible for communicating with cooperative members regarding financial matters and reports.

#### Essential Duties and Responsibilities:

- Prepare and review monthly, quarterly, and annual financial statements.
- Analyze financial data to provide insights into the store's financial performance.
- Present financial reports to management and the cooperative's board of directors.
- Collaborate with department heads to develop and manage annual budgets.
- Monitor budget performance and provide variance analysis.
- Assist in creating financial forecasts to support strategic planning.
- Oversee the maintenance of the general ledger and chart of accounts.

- Ensure accurate and timely recording of financial transactions.
- Reconcile balance sheet accounts and resolve discrepancies.
- Supervise accounts payable and receivable processes.
- Review invoices, payments, and receipts for accuracy and compliance.
- Coordinate with vendors and members to resolve billing issues.
- Manage payroll processing, including tax withholding and benefit deductions.
- Establish and enforce internal control procedures to safeguard financial assets.
- Ensure compliance with accounting standards, regulations, and cooperative bylaws.
- Support external audits and regulatory filings.
- Manage cash from operations.
- Support inventory management processes.
- Oversee the training and performance of direct reports.
- Foster a collaborative and supportive work environment.
- Work with external stakeholders (insurance companies, banks, other partners).
- Communicate with cooperative members regarding financial matters and reports.
- Analyze and research new policies/carriers for optimum coverage and pricing.
- Manage all claims for the business.

### **Qualifications:**

- 5+ years accounting or finance experience, including 2+ years in a supervisory or managerial role.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and financial reporting standards.
- Proficiency in accounting software (QBO), spreadsheets, and financial analysis tools.
- Solid communication skills, both written and verbal.
- Strong analytical and problem-solving abilities.
- Detail-oriented with a high degree of accuracy.
- Desire to provide excellent customer service.
- Experience working with cooperative or member-based organizations is preferred but not mandatory.
- Bachelor's degree in accounting, finance, or a related field is a plus.

### **Working Conditions:**

You will primarily conduct your work in the store's shared administrative office. You will work regular business hours, with occasional evening or weekend work during peak financial reporting periods. The position requires collaboration with various departments and external stakeholders.

To encourage cooperation among cooperators, operational support will work on the sales floor quarterly for a full shift. Your role will be determined based on your experience, interests, and the needs of the co-op. The shift will be scheduled in cooperation with you, the department head and store management. This effort will be collaborative, but management reserves the right to make all final decisions on schedule and placement.

Note: This job posting outlines the general scope of responsibilities for the Accounting Manager position in a cooperatively owned grocery store. To view additional details, please refer to Bethlehem Food Co-Op's Accounting Manager Job Description. Specific responsibilities and requirements may vary based on the store's needs.

### **To Apply:**

Please submit your resume and cover letter to [hire@bethlehemfood.coop](mailto:hire@bethlehemfood.coop)

*Bethlehem Food Co-Op is an Equal Opportunity employer. We provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, religion, sex, age, marital status, national origin, sexual orientation, citizenship status, veteran status, gender identity or expression, disability, or any other legally protected status. We prohibit discrimination in decisions concerning recruitment, hiring, compensation, benefits, training, termination, promotions, or any other condition of employment or career development.*