

# Finance Assistant

The following position is for 24 hours a week to work on **Saturdays, Sundays and Monday shifts 6am – 2:30pm**

The Kootenay Co-op is looking for a part-time Finance Clerk to assist in the efficient and effective operation of the office by performing various administrative functions. This role requires excellent attention to detail and accuracy in data entry, as well as the ability to communicate effectively with the management team and other external vendors or stakeholders. A team-focused attitude and a willingness to jump in and help where needed is essential.

## SKILLS AND QUALIFICATIONS

Ability to work independently.

Strong organizational and time management skills.

Sound decision making/logic skills.

Excellent customer service skills (both internal and external).

Clerical functions (e.g. filing, operating computer, telephone, fax, copier/printer, postage machine, etc.)

Use of applicable computer software programs (e.g. SMS/POS, Sage, Excel, Word, Outlook, Windows, etc.)

Knowledge of basic bookkeeping (e.g. accounts payable & receivable processes, etc.).

## DUTIES AND RESPONSIBILITIES

Prepare daily bank deposits and daily till reconciliations.

Ensure the safe and timely delivery of deposits to the bank and change pick-up.

Ensure cashiers have an adequate supply of till change.

Assist in entering, posting and filing A/P and A/R vendor and non-vendor invoices.

Assist in processing invoices with discount terms immediately upon receipt.

Perform all pertinent clerical functions, which includes some phone responsibilities.

Enter billing invoices and order store supplies.

Oversee and perform coupon reimbursement process.

Other accounting, bookkeeping and office duties as requested/required by the Finance Manager or Assistant Manager.

Comply with all Co-op policies and procedures in the Employee Handbook

Provide vacation coverage when necessary (flexible work schedule).

## WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness and teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health and dental benefits when working full time, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop and work.

**Starting wage : \$18.00 - \$21.50 / hr depending on experience.**