

# Finance Assistant

The Kootenay Co-op is looking for a Finance Assistant to join our team. If you are an efficient, detail-oriented office professional, we want to hear from you! This is a **full-time, 40** hours per week position. **Weekend availability is essential.** Criminal background check is required.

## SKILLS + QUALIFICATIONS

- Independent work ethic with strong organizational + time management skills.
- Sound decision making/logic skills.
- Excellent customer service (both internal and external).
- Clerical aptitude (e.g. filing, computer literacy, telephone, fax, copier/printer, postage machine, etc.)
- Use of applicable computer software programs (e.g. SMS/POS, Sage, Excel, Word, Outlook, Windows, etc.)
- Basic bookkeeping knowledge (e.g. accounts payable & receivable processes, etc.).

## DUTIES + RESPONSIBILITIES

- Prepare daily bank deposits and daily till reconciliations.
- Troubleshooting and resolving reconciliation discrepancies
- 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 + A/R vendor and non-vendor invoices.
- Assist in processing invoices with discount terms immediately upon receipt.
- Perform all pertinent clerical functions, including phone responsibilities.
- Enter billing invoices and order store supplies.
- Oversee and perform coupon reimbursement process.
- Comply with all Co-op policies and procedures in the Employee Handbook
- Provide vacation coverage when necessary (flexible work schedule).
- Other accounting, bookkeeping and office duties as required

## 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 + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits, 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 & work.