



Fireweed Food Co-op: Finance & Office Coordinator
Full-time (35 hrs/week) @\$18-20/hr – June 1 to September 30*

SUMMARY

Reporting to the Board's finance committee, the primary purpose of this position is to support food hub and market staff in the creation and management of finance/administrative systems. This position will have an important role in helping Fireweed Food Co-op continue to set up and maintain strong financial and administrative systems that will positively contribute to the ease and sustainability of our operations. These duties are often overlooked as 'less glamorous' (by some!) but are an essential and satisfying part of the success of any operation.

Note: This job description is a guide, rather than a restrictive or exhaustive list of responsibilities. If hours/balance of work varies between areas, or if further work is identified as fitting under this role, adaptations can be made at the discretion of the Finance and Office Coordinator, through discussion with the Finance Committee. Hybrid work-from-home /office options are available following initial training and probationary period. *This is a seasonal position with *a strong possibility of extension*. Remuneration will be based on experience level.

RESPONSIBILITIES

Administrative (25%)

- Attend monthly meetings and provide reports to Finance Committee
- Monitor and take care of regularly scheduled payments (Rent, Utilities, etc.)
- Track new co-op memberships & add them to Quickbooks
- Ensure Google Drive filing systems are regularly maintained and updated
- Assist food hub & market staff with website management, as needed

Quickbooks (25%)

- Process invoices, bills and various incidental expenses
- Reconcile account ledgers
- Monitor annual budget and provide reports to staff & board
- Updating customer/ supplier info as needed (deleting old users or duplicates and consolidating information if need be)

Food Hub Sales Software (20%)

- Download 2x/ weekly customer order invoices
- Track and process payments from customers
- Communicate with customers regarding outstanding payments
- Assist in communication with producers about listings
- Update product database/catalogue to ensure that Food Hub sales software listings and database information are current

Grant Monitoring (20%)

- Generating financial reports for grant budgets
- Assist in monitoring spending for grant budgets
- Assist staff in gathering data for grant reports
- Maintain and update, as needed, grant monitoring systems (timelines, etc.)

Other Variable Tasks (10%)

- Research into new/affordable technologies to assist in operations
- Shared, rotational warehouse maintenance/support
- Other as identified by staff & board

SKILLS

- Experience in accounting software, or interest/ability to learn
- Ability to read and interpret financial statements /information
- Strong organizational and communication skills
- Self-motivated, with a strong ability to collaborate and ask questions when required
- Computer skills (Excel, Google Drive, etc.)
- Demonstrated capacity for problem-solving
- Post-secondary education and/or experience related to business or finance
- Due to funding requirements applicants must be between the ages of 15 and 29
- Applicants must be willing to undergo a criminal record and reference check due to the nature of this position

APPLY

To apply, please send your resume and cover letter to office@fireweedfoodcoop.ca and cc info@fireweedfoodcoop.ca. **Applications will be accepted until the position is filled, with an ideal start date of June 1, 2022.**