

POSITION OPEN: OFFICE AND FINANCE ASSISTANT

The Island Employee Cooperative is seeking a full time (30 – 40 hour per week, depending on time of year) Office and Finance Assistant. The IEC owns two grocery stores, a variety and hardware store, and a pharmacy in Stonington and Deer Isle. This position reports to the Manager of Finance & Administration.

The Office and Finance Assistant will work in a team environment to ensure all financial and administrative tasks are completed in an efficient, timely and accurate manner.

The IEC is a worker-owned cooperative, owned by its employees and governed by an elected Board of Directors. The successful candidate for this position will have the opportunity to join their co-workers in owning a share of the business. We are seeking dedicated individuals looking for a long-term opportunity to be both a worker and, potentially, a co-owner.

Duties

- Data entry and bookkeeping in Quickbooks
- Investigate and answer routine queries from Store Managers, Vendors, customers and others
- Assist managers as needed in inventory receiving, tracking, pricing and management
- Participate in the preparation and analysis of financial documents like Profit & Loss, Cash Flow, Balance Sheet, and Budgets
- Answer phone calls and emails in a professional manner
- Assists in training on basic financial reports to others

Skills and Knowledge Required

- Computer use, including data entry, Microsoft Office programs like Excel and Word
- Exceptional customer service
- Organization and attention to detail
- Bookkeeping, A/P and A/R, and office management protocols
- Understanding of financial statements such as Profit & Loss, Cash Flow, Balance Sheet
- Communication, including in-person, phone and email
- Flexibility and a sense of humor
- Willingness to learn and take on new tasks as needed

Familiarity with the Following is Desired:

- Inventory tracking and management in a retail environment
- Understanding of Generally Accepted Accounting Principles, and financial controls and documents

Qualifications: This position requires 5+ years of related work experience in bookkeeping, accounting, financial management or a related field, or an Associate Degree in accounting or financial management and 2 – 3 years of related work experience.

Compensation: Commensurate with experience.

E-mail cover letter, resume and references to: Sarahl2478@yahoo.com. Please use OFFICE & FINANCE ASSISTANT in your subject line.

The Island Employee Cooperative does not discriminate on the basis of age, sexual orientation, gender, race, ethnicity, disability, or family status.