

POSITION TITLE:	Finance and Administration Manager	POSITION NUMBER(S):	1
DEPARTMENT:	N/A	GRADE:	4
SUPERVISOR'S TITLE:	General Manager	POSITION NUMBER:	

JOB OVERVIEW

The Finance and Administration Manager plays a critical role in the efficient operation of the store, its performance, and compliance. As a primary contact and team leader, they model exemplary conduct and actively contribute to an environment of employee and customer engagement. Working closely with the General Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They perform various duties personally or through the supervision of employees. They work collaboratively with the management team and as well with TteS Finance and Human Resources teams.

Responsibilities include and are not limited to the following:

- Oversee general office services and provide administrative functions in support of the Store and General Manager.
- Enter data and maintain records according to generally accepted accounting principles, store policies, and other applicable regulations.
- Support the General Manager to ensure cash controls and procedures are set, followed, and verify daily cash balances. Track and monitor financial transactions.
- Prepare and process bank deposits and financial documents such as bills, receipts, and invoices.
- Plan, administer and control budgets for contracts, equipment, and supplies.
- Prepare statistical, financial, and accounting reports for management and/or Board as delegated.
- Support the General Manager to interview, hire, and oversee training for staff.
- Interface with TteS Finance and Human Resources teams to support alignment across organizations.

QUALIFICATIONS (SELECTION CRITERIA)
Required:

- High School Diploma, General Education Development, or equivalent
- 2+ years accounting / bookkeeping and 1+ years supervision and management experience
- See "nature and scope"

Preferred:

- Related College / Technical
- 1+ years office management and 1+ years retail grocery experience
- Experience with relevant payroll legislation and regulatory requirements, bookkeeping practices, accounting principles and procedures, office administration, personnel records and file management, and data management and analysis
- Ability to maintain a high level of accuracy and confidentiality in preparing reports and entering information.
- Strong computer literacy and proficiency with accounting and Microsoft Office programs, in spreadsheets and word processing.
- Well-developed planning, organizing, controlling, and administration skills.
- Highly effective written, oral, and interpersonal communication skills.

- Demonstrated teamwork, supervision, and customer service skills.
- Sharp attention to detail and ability to handle multiple demands and work under pressure.
- Current BC drivers' license and access to a reliable vehicle.
- Ability to interact effectively with a variety of cultural groups.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace

KEY RESPONSIBILITIES AND DUTIES

Financial Accountability

- Support the General Manager and Department Managers in the preparation of annual budgets and to utilize financial tools to support the Store.
- Ensure cash controls and procedures are set, followed, and verify daily cash balances. Track and monitor financial transactions.
- Prepare and process bank deposits and financial documents such as bills, receipts, and invoices.
- Update and maintain the database, financial records, and filing systems.
- Review financial records, documents, and information to ensure their accuracy.
- Perform account and ledger postings and reconciliations, and support audits.
- Report financial discrepancies and errors.
- Compile financial spreadsheets, reports, statements, and other documents, as needed.
- Prepare payroll reports and/or calculations and remittances for store employees.
- Communicate and work with the corporate accountant and TteS Finance team to ensure alignment across organizations.

Records Management and Office Administration:

- Plan and implement office systems, layout, and equipment procurement.
- Design filing systems and ensure they are maintained and up to date.
- Define procedures for record retention and oversee the implementation of these procedures.
- Ensure the protection and security of files and records.
- Support the General Manager and Department Managers to manage relationships with vendors and service providers.
- Maintain efficient operations by controlling correspondence, ensuring office supplies are maintained, supporting document controlling and communications, and assisting as required with meeting scheduling/preparation and other administrative duties.

Inventory and Price Control

- Support the Management Team to implement and maintain effective inventory control methods in all departments.
- Enter price changes into the computer pricing system.
- Print signage and tickets for all departments. Ensure signage is accurate and up to date.
- Troubleshoot problems with the pricing system.

Human Resources:

- Support the General Manager and Department Managers to interview and hire potential new employees. Participate in new employee orientation process and implement related procedures.
- Oversee, assist, and supervise assigned or delegated employees. Provide specific feedback to employees on job performance including training needs and overall potential. Perform employee evaluations where appropriate. Utilize disciplinary procedures where needed.
- Investigate and handle staff complaints in conjunction with Store Policy and Procedures and Employment Standards.

- Communicate and work with the TteS Human Resources team to ensure alignment across organizations.
- Provide a model of supportive leadership promoting the concepts of team building and empowerment.

Customer Service:

- Provide reception and customer service support by answering questions and resolving queries and issues. Ensure all customer complaints are addressed and handled professionally.
- Model exemplary conduct and monitor employees on delivering excellent service attributes.

Safety, Security, Maintenance, and Sanitization:

- Ensure that all health, safety, and security regulations are adhered to and required standards are met. Identify and correct any unsafe or unsanitary conditions, and instruct employees to properly use store equipment. Monitor compliance with standard operating procedures and safe work practices.
- Ensure regular inspection of equipment and that all routine equipment maintenance is performed. Order or delegate repairs on malfunctioning equipment.

General:

- Support the General Manager to achieve business goals, performance objectives, and guidelines that are based on Store and corporate policies.
- Collaboratively establish, maintain, and continuously review best practices based on store procedures and policies.
- Demonstrate, adhere to and implement Store policy and procedures.
- Participate positively and productively as a member of the Store’s staff team. Attend all scheduled staff meetings and perform other duties as assigned.
- Represent the Store positively and professionally in the community.

FINANCIAL RESPONSIBILITY

Yes

SUPERVISION OR TRAINING DUTIES

Yes

NATURE AND SCOPE (WORKING CONDITIONS)

The nature and scope of the position may include some or all of the following:

- Ability to lift 10 pounds and, at times, up to 30 pounds
- In an 8-hour work day: standing/walking 6-8 hours
- Ability to work a flexible schedule and overtime as required including nights, weekends, and holidays
- Hand use: single grasping, fine manipulation, pushing, and pulling
- Work requires the following motions: bending, twisting, squatting, and reaching
- Exposure to Health Canada-approved cleaning chemicals
- Exposure to temperatures: <0 degrees Celsius (freezing), 0 to 4 degrees Celsius (refrigerators), >32 degrees Celsius
- Ability to work in a wet and cold environment
- Ability to use tools and equipment

Prior to starting employment, a Criminal Record Check will be required. Should the results of such inquiries indicate there is a criminal record, which is relevant to the position applied for, a review must take place with respect to the

applicant's suitability for appointment. The position will require the ability to attend and conduct presentations and the ability to successfully maintain valid certification in assigned training such including and not limited to OFA Level 1, Food Safe Level 2, and WHMIS.

AUTHORIZATION

I confirm that:

1. the accountabilities/deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE: