



COMMON GROUNDS

Common Grounds Coffee House Finance Manager Job Description

The Finance Manager oversees overall finances and budgetary aspects of Common Grounds. This is a leadership position ideal for a student interested in a professional career in small business finances and accounting. Strengths and skills should include: money handling, math/computation, Excel spreadsheets, an interest in further developing current accounting and reporting systems, being detail-oriented, being dependable and thorough. This is a non-work study position available to current students at EMU. Position reports to Common Grounds Staff Coordinator.

Specific Duties:

1. Manage the budget, including regular deposits, cash drawer handling, billing, invoicing and regular oversight of the budget online
2. Send and track invoices to groups and departments
3. Process gift cards ordered and purchased in the shop
4. Analyze sales data and create necessary financial documents and reports suitable for reporting to the managers
5. Train barista staff to properly utilize the Point of Sale system (POS)
6. Maintain POS and address any issues as they arise
7. Work with Products Manager to maintain a functioning cost analysis system and set product prices

General Duties:

1. Work 8-10 hours a week during the school year. Additional work before the beginning of each semester and over breaks may be necessary.
2. Convene a weekly team meeting with assigned barista group
3. Attend weekly meetings with other Common Grounds Managers
4. Attend a weekly 1 on 1 with the Staff Supervisor
5. Follow, update and maintain a job manual specific to the position

Preferred:

- The preferred candidate will have taken the following courses at EMU:
 - Financial Accounting
 - Managerial Accounting
 - Intermediate Accounting I & II, and MIS: relates the most closely with POS

Practicum Opportunity:

Business department students would be eligible for a 3 credit business internship, and non-department students would be eligible for a 1 credit Leadership practicum.