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**Finance and Human Resources Manager**

Springfield Food Co-op is looking for a full-time Finance and Human Resources Manager to join our management team. This position oversees the financial health of the co-op, is responsible for the co-op meeting all its financial obligations, and ensures that our employment practices fall in line with our mission. We are looking for candidates with experience in or familiarity with budgeting, financial monitoring, record-keeping, and human resource law and practices. This position works closely with the General Manager and department managers to uphold best cooperative business practices.

The ideal candidate will have:

* Demonstrated experience in retail finance
* Excellent communication and listening skills
* Self-motivated and able to work independently
* Ability to handle multiple tasks and deadlines at once
* Ability to handle sensitive information in a confidential manner
* Excellent communication skills
* Proficient in Quickbooks and Excel

The Springfield Food Co-op has been a community staple for over 25 years. We provide healthy, natural, affordable grocery, household, wellness, fresh produce and deli items. We are member-owned (over 2200 members), yet serve anyone who walks through the doors. We support the local economy with excellent jobs, fair prices to local farmers and vendors, accessible food options, and community giving.

Employees receive a fair wage, discount on all purchases, paid time off, paid holidays, and professional development opportunities.

*Springfield Food Co-op is an equal opportunity employer and prohibits discrimination in all aspects of employment on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, place of birth, age, or against a qualified individual with a disability (or any other classification protected by law).*