

**JOB DESCRIPTION**

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**POSITION TITLE:** Store Administrator

**REPORTING TO (title):** Associate

**DATE PREPARED:** July 2018

**SUMMARY:**

Administer all accounting, payroll, benefits, POS/MMS and financial requirements to support achieving store(s) objectives.

**DUTIES & RESPONSIBILITIES:****Accounts Payable**

- Verifies packing slips by matching them to the authorized invoice and verify that they are on the Merchandise Receiving Log
- Identifies any discrepancies between invoice cost and purchase order amounts and alerts the buyer or Associate of any discrepancies
- Posts LITES central pay invoices
- Matches DSD invoices, inter-store transfers and RAD invoices to SDM weekly statement
- Generates store cheques for Associate's signature and post entries to LITES

**Accounts Receivable**

- Processes all charge sales daily, ensuring AR system totals match the total validated through the cash register
- Processes all receipts on account daily, ensuring AR system totals match the total validated through cash register receipts
- Reconcile Third Party sales against Prescription Sales report for each Third Party and follows up on all discrepancies
- Processes third party EFT receipts
- Posts weekly billings for off-line sales
- Processes and reconciles all adjustments to the A/R sub ledger
- Maintains and reviews updated detailed A/R aging report each period end
- Reviews manual claims reconciliation on a period basis
- Follows up on older outstanding balances

**Sales**

- Reconciles details from the cash register on a daily basis. Determines whether cash overage or shortage occurred and investigates to determine cause of any daily shortage or overage
- Audits entries from register to ensure accuracy
- Reconciles Post Office Daily Summary to Canada Post deposits
- Ensures daily deposits appear in the bank account in a timely manner

**Expenses**

- Audits allocation of expenses to ensure correct accounts are charged

**Payroll**

- Reviews WFM Payroll Summary Report against the Payroll Preview in Ceridian after WFM payroll import occurs and advises the appropriate manager of any discrepancies
- Ensures payroll is processed every two weeks
- If required, processes employee advances
- Employee Benefit Administration: enrolls eligible employee in the program and ensure terminated employees are removed from the program. Provides program information to employees.
- Ensures that employee personal data is accurate in Ceridian and provide discrepancies to managers for changes in WFM
- Updates Cosmetic Commissions Database for Cosmetic Daily Sales Analysis: sales, hours and commission payment by Cosmetic employee
- Provides FSM with Cosmetic Commissions data to be entered in WFM
- Ensures T4s are requested and balanced before CRA deadline

**General**

- Prepares SA Period End Binder with required documents, reviews and forwards to Associate
- Reviews period end cash reconciliation
- Completes the inventory day web forms, including the cutoff worksheet, and liaises with RAD
- Completes filing as required and organization of office set-up
- Complies with all health and safety regulations
- Ensures employee personnel file is maintained with all required documentation. If incomplete advises department manager of missing documentation
- Performs other internal audit controls as required
- Perform other duties as required

**FPO**

Submits weekly financial process optimization (FPO) webforms to Central Office:

- Week 1 - Human Resources and Payroll
- Week 2 - Cash and expenses includes variance analysis of current period expenses vs. plan
- Week 3 - Inventory
- Week 4 - Accounts Receivable and Accounts Payable



#### **QUALIFICATIONS**

- Proficiency in Microsoft Office
- Minimum of 2 years of experience in store bookkeeping

#### **WORKING CONDITIONS**

- Ability to work flexible shifts which may include occasional evenings and weekends

#### **PHYSICAL REQUIREMENTS**

- Ability to lift up to 20 pounds
- General office work

*The above statement reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*