



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## **JOB ANNOUNCEMENT: Accounting Assistant**

**Position will remain open until filled**

**Who we are:** CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California 50 years ago, our roots now span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

### **Position Summary:**

The Accounting Assistant duties include A/P, A/R, client communications, data entry, and other accounting and administrative tasks as a member of CCOF's accounting team. This is a full-time, 40 hour per week, non-exempt status position based in the Santa Cruz, California office. This position reports to the Accounting Supervisor.

### **Desired Qualifications and Experience:**

*The ideal candidate will have the following:*

- Proven ability to meet weekly deadlines with high concentration
- Proven ability to complete tasks with efficiency while maintaining high accuracy
- Excellent communication skills in person, on the phone and in writing
- Outstanding skills to prioritize, monitor and track activities
- Excellent computer/technical skills (MS Office Suite required, QuickBooks a plus)
- Type 30 WPM
- Ability to stand or sit for several consecutive hours working at a computer
- Ability to lift 20 lbs. from ground to waist

### **Position responsibilities:**

- Prior experience performing accounting, data entry, or customer service tasks in an office environment is preferred.

### **Accounts Receivable**

- Record check, credit card and electronic check payments in QuickBooks
- Record deposits in QuickBooks
- Reconcile the sync log

- Review and update the TEMP HOLDER account in QuickBooks
- Export and format the weekly inspection invoices from Intact Platform
- Mail invoices and statements
- Correspond with clients about their incoming payments and account balances

#### **Accounts Payable**

- Maintaining A/P files

#### **Additional Accounting Duties**

- Miscellaneous duties as directed by the Accounting Supervisor and senior accounting staff.

**Compensation:** CCOF takes pride in offering competitive pay and benefits such as superb health plans, 401(k) program, and generous sick/personal and vacation time. The Accounting Assistant's starting salary range will be \$49,500 - \$52,000 and will depend on qualifications and experience.

**Hiring Process:** Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to [employment@ccof.org](mailto:employment@ccof.org) with *Accounting Assistant* in the subject line:

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls, please. Only short-listed candidates will be contacted. Thank you for your interest.

CCOF is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply.

Inclusivity is a core value at CCOF. We are passionate about building and sustaining an inclusive and equitable work and learning environments for all employees. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions. Thank you for your interest in this position!