



# CCOF

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

## **JOB ANNOUNCEMENT: Accounting Assistant**

**Position will remain open until filled.**

**Organizational Overview:** 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 more than 40 years ago, today our roots 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 performs various accounting duties including A/R, A/P, client communications, data entry, and other accounting and administrative tasks as a member of the CCOF's accounting team. This is a full-time, salary non-exempt status position which reports to the Accounting Supervisor.

### **Position Responsibilities:**

#### Accounts Receivable

- Process inspector invoices, including reviewing for accuracy.
- Create and mail invoices.
- Record client payments.
- Set up payment plans for clients.
- Speak and correspond with clients to answer questions and follow up on past due accounts via email and phone.

#### Accounts Payable

- Enter and pay bills.
- Correspond with vendors as needed.
- Maintain A/P files.

#### Additional Accounting Duties

- Verify clients' fees according to the sliding fee scale.
- Miscellaneous duties as directed by the Accounting Supervisor and senior accounting staff.

**Qualifications, Skills, and Experience:**

*The ideal candidate will have the following:*

- At least one year of experience performing A/R or other accounting tasks in an office environment
- 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)
- Associate or Bachelor's degree in appropriate field
- 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

**Preferred Additional Qualifications:**

- Spanish language skills, sufficient to communicate verbally and in writing with Spanish-speaking clients
- Knowledge and understanding of organic food and agriculture a plus

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. The Accounting Assistant's starting compensation 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. You will be contacted only if an interview is requested. Thank you for your interest.

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