



# CCOF

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

## JOB ANNOUNCEMENT: Accounting Clerk

**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 Clerk performs various accounting duties including A/P, A/R, client communications, data entry, and other accounting and administrative tasks as a member of CCOF's accounting team.

This position is a full time, benefits-eligible, non-exempt status position reporting to the Accounting Manager.

### **Position Responsibilities:**

#### Accounts Receivable

- Creating invoices
- Recording receipts
- Preparing deposits
- Generating monthly statements
- Setting up payment plans for clients
- corresponding with clients (email, phone and in person) to answer questions and follow up on past due accounts

#### Accounts Payable

- Entering and paying bills
- Maintaining A/P files

#### Additional Accounting Duties

- Nightly file backup and import/export
- Verifying client fees according to our sliding fee scale
- Miscellaneous duties as directed by the Accounting Manager or Senior Staff

## Desired Qualifications:

*The ideal candidate will have the following:*

- At least 1 year of experience performing A/P, 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
- Demonstrated ability to multi-task and work under pressure in a dynamic environment
- Proactive, self-directed, team-minded
- 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
- Bilingual English/Spanish a plus
- Knowledge and understanding of organic food and agriculture a plus
- Experience working in a nonprofit organization a plus
- Ability to stand or sit for several consecutive hours working at a computer
- Ability to lift 20 lbs. from ground to waist

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. The Accounting Clerk'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 Clerk" 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.