



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, 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 part-time, non-exempt position reporting to the Accounting Supervisor. This position will be based in the Santa Cruz, CA office.

Position Responsibilities:

Accounts Receivable

- Record client payments
- Prepare deposits
- Create and mail invoices
- 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 or senior accounting staff

Required Qualifications (Knowledge, Skills, and Abilities):

- 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

Education and Experience:

- At least 1 year of experience performing A/R or other accounting tasks in an office environment

Physical and Travel Requirements:

- Ability to stand or sit for several consecutive hours at a desk on a computer
- Ability to lift 20 lbs. from ground to waist
- No travel required
- No supervision of others required

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation: CCOF takes pride in offering competitive pay and benefits. Part-time positions are eligible to participate in some of CCOF's benefits such as 401(k) program, and sick/personal and vacation time. The Accounting Assistant's starting salary range will be \$21 - \$24/hour 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 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.