

The Ohio Ecological Food and Farm Association has an opening for a Bookkeeper who will also be responsible for office management in our Columbus office. The most important qualification for the successful candidate for this position is deep knowledge and experience with QuickBooks. We are particularly interested in candidates with office management and/or HR experience. The bookkeeper is supervised by our CPA Accountant.

This is a wonderful opportunity for candidates to put a strong set of business-related skills to work for a mission-driven organization and to make an important contribution to sustainability in our community.

Specific Bookkeeping Responsibilities

- Full charge bookkeeping using QuickBooks
- Oversee timesheet, payroll, and expense reimbursement processes with payroll service provider

General Office Responsibilities

- Oversee office systems: phones, security, computers, etc.
- Coordinate supply orders and oversee other office purchases
- Manage special projects as requested by the Accountant or Executive Director

Human Resources Responsibilities

- Manage employee benefits, working both with employees and vendors
- Coordinate completion of new employee forms and enroll employees in benefit plans
- Maintain personnel files
- Support Executive Director with appropriate human resource related tasks.

Qualifications:

- A high level of expertise using QuickBooks software; strong skills in other applications, especially Excel
- A four-year degree in Business Administration or Accounting or a related field is preferred; at minimum a two-year Associates degree is required
- Human resources experience is of special interest
- Strong oral and written communication skills; demonstrated professionalism in written correspondence
- High degree of integrity, particularly in managing confidential information
- Impeccable attention to detail
- Passion for the work, mission and values of the Ohio Ecological Food and Farm Association, helping to create healthful and ecologically responsible food and farm systems that benefit family farmers, the environment, and communities.

This position is offered at 15 hours/week, with the understanding that at certain times of year additional hours may be needed to fulfill the responsibilities of the position. Thus, some flexibility is necessary. The pay is \$12-\$13.50/hr, depending on experience.

To apply: Applications should be submitted by February 3rd and consist of cover letter, résumé, and names and contact information for three references (please indicate their relationship to you). Applications should be sent to jobs@oeffa.org. We anticipate the successful candidate will begin in their new position no later than March 1, 2012.

About OEFFA

The Ecological Food and Farm Association (OEFFA) was founded in 1979 as a broad-based membership association of farmers, gardeners, and consumers working together to promote sustainable and healthful agriculture in Ohio and elsewhere. OEFFA helped establish Ohio's organic standard of identity, has been certifying products as organic since 1981, and is accredited as an organic certifier by the USDA. Please visit our website at www.oeffa.org to learn more about our work.