



Farm to Family AP/AR Associate

Location: Downtown Oakland
Reports to: Farm to Family Operations Manager
Employment Type: Full-time, non-exempt, 37.5 hours per week

Position Description: The Farm to Family (F2F) AP/AR Associate is responsible for bill processing related to the F2F program.

Compensation: \$25.00-\$28.00/hour, depending on experience. Benefits include generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO.

Responsibilities:

- Understand all aspects of the F2F AP/AR process;
- Reconcile invoices against CAFB Purchase Orders and PODs to ensure no discrepancies have occurred between vendors and food banks
- Processing invoices and creating vendor bills
- Resolve and revise any posted errors made and create credit memos to food banks
- Verify invoices and credit memos are sent to food banks daily
- Exhibit proactive customer service with food banks/vendors responding to billing concerns or disputes and requesting missing paperwork
- Demonstrate excellent verbal and written communication with vendors, food banks, and CAFB staff
- Assess and track missing information to ensure invoicing packets are assembled in a timely manner
- Maintain fax drive and F2F Finance e-mail address while assembling F2F vendor invoices as needed
- Other job duties as necessary and assigned

Qualifications:

- Minimum of 2 years of professional experience in accounting/bookkeeping including AP and/or AR
- Degree preferred but not required
- Computer proficiency, specifically Microsoft Outlook, Word, Excel, and Net Suite (preferred)
- Excellent internal and external customer service skills
- Quick learner and good listening skills
- Strong attention to detail
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB
- Ability to work in a fast-paced, high-volume, multi-tasking environment
- Good organizational and time management skills
- Commitment to the mission of CAFB

Apply here: <https://fs10.formsite.com/cafb2/zljqdgkwtc/index.html>