



## **ACCOUNTING OFFICE ASSISTANT**

### **Job Description:**

Watsonville Coast Produce, Inc. is a fresh fruit and vegetable wholesaler and distributor that has a full line of both organic and conventional product offerings. We currently have a great opportunity for an Accounting Office Assistant that has a passion for produce, customer service, and being a team player. The ideal candidate will have accounting office experience and great customer service skills.

### **Responsibilities:**

Daily responsibilities include: staffing cashier window and assisting with customer purchases and WCPI delivery driver check in. Support Accounts Payable and Accounts Receivable as needed. Processing and filing of daily invoices, payment receipts, credit card purchases and assist with processing of customer payments. Data entry and processing of daily credit return invoices, cash handling/bank deposit processing, audit customer accounts, respond to any requests and inquiries from customers regarding invoices, answer telephone, and assist with other day-to-day administrative related tasks as needed.

### **Required Knowledge/Skills/Job Qualifications:**

- 10 key calculator ability
- Able to work Saturdays, flexible schedule
- Good organizational skills a must – this position involves handling a variety of different tasks daily
- Must have ability to communicate effectively verbally and in writing
- Must have strong work ethic
- Detail oriented, professional attitude, reliable
- Ability to interact with employees and customers in a professional manner
- Ability to speak and write English fluently
- Must pass a drug/background check

### **Work Hours & Compensation:**

Monday – Friday and Saturdays as needed, 8am – 4:30pm. Must be able to work flexible schedule and overtime hours as required by business operations. Starting pay rate is \$13.00 per hour.



#### **Other**

Watsonville Coast Produce, Inc. offers a stable and professional working environment with competitive salary, excellent employee benefits consisting of health, dental, vision and life insurance, paid holidays, paid vacation, paid sick leave and a 401k plan.

This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individual may be required to perform any other job-related instructions as requested by their department leader, subject to reasonable accommodation. This position description is not all inclusive and subject to change.

We are an Equal Opportunity Employer and we take pride in the diversity and dedication of our staff.