



The IOAS is a leading, mission driven non-profit organisation incorporated in North Dakota, USA with staff based in Argentina, Bangladesh, Brazil, Canada, Germany, Greece, Hungary, India, Italy, Portugal, Spain, Slovenia, the United Kingdom and the USA. We work in the field of accreditation and assessment of bodies engaged in inspection and certification of organic and sustainable agriculture and related fields. Our work in oversight of conformity assessment assists in the development of various private and regulatory schemes by enhancing fairness for producers and building trust in 'eco-labels' by consumers.

We work with an increasing number of scheme owners (COSMOS, Canadian Food Inspection Agency, European Commission, Freshcare, GlobalG.A.P., GOTS, IFOAM, NATRUE, Textile Exchange) and the accreditation and assessment services we provide cover organic agriculture, sustainable agriculture, organic textiles, organic and natural cosmetics, recycled products, animal welfare claims, fair trade, social compliance and food safety. IOAS clients are based all over the world.

The day-to-day work of the IOAS is performed by a team of core staff with support from a number of contracted assessors and technical experts. For more information about our work, please visit www.ioas.org.

As a result of recent growth in clients and staff, we are seeking a Finance assistant to support our Finance team.

TERMS

1. This is an entry level full time permanent position based in the USA or Canada.
2. You will work from your own home office and supply your own hardware (computer, printer, etc).
3. You are obligated to do the work independently; it shall not be subcontracted in any capacity.
4. The starting salary will be +/- USD \$40,000 based on qualification and experience.

Duties and responsibilities

- Reviewing Expense claims, checking receipts and calculations in preparation for payment
- Accounts payable and accounts receivable entries in Quickbooks
- Identifying late payments and handling collections communications
- Assist with tracking and follow up of client invoices for assessments
- Assist with tracking and follow up of contractor invoices for services provided
- Preparation and filing of forms and records
- General Filing and organization
- Other bookkeeping and financial support tasks as assigned

Requirements

Applicants must be able to work on their own as well as part of a team and show good attention to detail. Excellent numeracy and math skills, and some knowledge of Generally Accepted Accounting Practices are required. Fluency in English is essential, and proficiency with Microsoft Office will be advantageous.

Application

Please submit a Curriculum Vitae, References, and copies of applicable certifications/qualifications to info@ioas.org with subject line 'Finance Assistant', Attn: Iris Rendon.

Closing date is January 6, 2022