

ALABAMA PEANUT PRODUCERS ASSOCIATION (APPA)

Job Announcement

- TITLE:** Office Manager
- BACKGROUND:** The APPA was founded in 1958, and is the certified association that handles the peanut check-off in Alabama. An assessment of \$2.50 per ton is collected on peanuts marketed in Alabama, and that money is invested into research, education, and promotion activities.
- POSITION OBJECTIVE:** Work under the leadership of the Executive Director and as a team member with other APPA Staff to carry out effective programs in, but not limited to, Office Management and Financial Management.
- REPORTS TO:** Executive Director
- RESPONSIBILITIES:** Serves as office manager; maintaining accurate files and records, necessary supplies, required documents and correspondence.
- Using the team approach, assists with the planning and preparation of APPA, PeanutPAC of AL and Southern Peanut Farmers Federation (SPFF) meetings, events and activities.
- Maintains Alabama grower database, ensuring current contact and production information.
- Manages the financial records and handles all receipts and disbursements of all accounts supervised by the APPA office using QuickBooks Online; reconciling bank statements monthly, ensuring compliance with established rules, guidelines and systems of internal controls.
- Compiles and transmits financial information to accountants monthly, acting as the primary point-of-contact for auditor requests.
- Processes peanut producer assessment funds annually.
- Processes gift shop sales, shipping orders when necessary.
- Calculates sales tax liabilities monthly from gift shop sales.
- Completes all necessary Federal Election Commission reports for the PeanutPAC of Alabama.
- Assists the Executive Director in the preparation of financial reports such as budgets, financial statements and budget performance.
- Assists the Executive Director with conducting the Alabama Peanut Referendum every three years.
- Assists the communications coordinator with the financial management of research programs of the APPA and the National Peanut Board/Southern Peanut Research Initiative.

Aids in the implementation of new accounting policies, standards, and guidelines, identifying areas for improvement and implementing improvements to processes.

Provides accurate, timely, and relevant recording, reporting, and analysis of financial information.

Communicates with executive director, staff and Board of Directors as directed in order to foster the team approach.

Conducts self in a professional manner including dress, appearance and presentation.

Performs other duties as needed.

EDUCATION:

An Associate's or Bachelor's degree in finance, accounting or related field is preferred. Preference may also be given for relevant work experience and/or a higher degree.

SKILLS REQUIRED:

Intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications.

Experience with accounting software, preferably QuickBooks Online.

Strong analytical and problem-solving skills.

Thorough knowledge of general ledger accounting and account reconciliation.

Time management and organizational skills.

Firm grasp of grammar and writing.

Highly detail-oriented.

ESSENTIAL FUNCTIONS:

Minimal travel for assisting with programs as needed and willingness to work extended hours and some weekends as required.

Ability to lift boxes up to 25 pounds.

SALARY AND BENEFITS:

- Competitive Salary Based on Experience
- 401K Retirement
- Health/Dental Insurance

To apply for this position, please send cover letter and resume to Jacob Davis, Executive Director, Alabama Peanut Producers Association, 1810 Reeves Street, Dothan, Alabama 36303. Electronic applications will be accepted at jdavis@alpeanuts.com. The deadline for application is January 22, 2021.