



YOSEMITE FARM CREDIT, ACA

ACCOUNTS PAYABLE CLERK

EMPLOYMENT OPPORTUNITY

POSITION:

Accounts Payable Clerk, full-time (32-40 hours/week) position located in the Administrative North Office, Turlock, CA.

ABOUT YOSEMITE FARM CREDIT:

As a farmer-owned co-op with over 100-year history serving the agriculture community in Stanislaus, Merced, Tuolumne and Mariposa counties, Yosemite Farm Credit has a commitment to our region's agriculture. The Association currently provides lending services to approximately 5,000 customers with loan volume over \$3.5 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts. Yosemite Farm Credit's culture of collaboration and team values provides a great atmosphere that allows individuals to contribute to its Vision - *Helping Our Members Prosper!*

GRADE/SALARY/BENEFITS:

Depending on experience.

Yosemite Farm Credit offers a competitive benefit package that includes, but is not limited to, outstanding vacation/sick time accrual, health, dental, and vision plans, tuition reimbursement, 401k fixed AND company match, corporate fitness program, performance related compensation, volunteer time off and paid holidays.

JOB RESPONSIBILITIES/DUTIES:

This position will be responsible for all aspects of accounts payable. Duties include, entering invoices in Accounts Payable system, managing incoming invoices (from various sources), printing and processing checks and ACH payments and posting accounts payable records daily. Communicate with vendors for various reasons, including requesting W-9's. Annually assist with 1099 preparation. Other responsibilities include, assist in processing employee expense claims, ensuring proper approvals, coding work to correct GL accounts, and assisting the accounting department as needed.

PREFERRED QUALIFICATIONS:

- High school diploma and at least 3 years prior related office experience.
- Proficient in use of personal computer including Windows, Word, Excel and Outlook.
- Experience with calculator and office equipment.
- Experience in accounts payable processing.
- Demonstrated proficiency in organizing and prioritizing multiple activities.
- Strong verbal, written, analytical and interpersonal skills.
- Knowledge of basic accounting preferred.

APPLICATION DEADLINE:

Applications will be accepted through October 24, 2021.

APPLICATION PROCEDURE:

To be considered for this position, send cover letter and personal resume to Human Resources, Yosemite Farm Credit, ACA, P.O. Box 3278, Turlock, CA, 95381 or careers@yfc.ag. Please mark all mailed correspondence mailed "CONFIDENTIAL." If you have any questions or need additional information, please contact Lisa Hughes (209) 667-2366.

CCPA Notice:

The California Consumer Privacy Act ("CCPA") provides California residents with specific rights regarding their Personal Information. To view the Yosemite Farm Credit CCPA Privacy Notice applicable to job applicants, employees, owners, directors, officers, and contractors of Yosemite Farm Credit, please visit the Yosemite Farm Credit website at the following link: <https://www.yosemitefarmcredit.com/about-yfc/careers-with-yosemite-farm-credit/>.