



Office Assistant / Bookkeeper

The ideal candidate is someone who enjoys working with details and is careful with details; can process complicated information on their own, and can handle more than one assignment at a time. This person must possess an excellent working knowledge of Microsoft Office programs, particularly Excel, as well as G Suite (Google's cloud based office applications). Experience with QuickBooks would be helpful.

Required Skills: Superb attention to detail; excellent math skills; light accounting.

Order Processing / Shipping Paperwork / A/R

- Confirm incoming purchase orders received
- Post orders on order sheets (Excel)
- Communicate with customers via phone or email when necessary
- Create bills of lading
- Contact trucking companies for pick ups
- Create weekly shipping schedules
- Communicate with warehouse/production employees concerning orders
- After orders ship, match bills of lading to purchase orders
- Create invoices in QuickBooks
- Mail invoices
- Receive payments from customers
- Monitor late payments & contact customers when overdue
- Check over freight invoices

Admin Duties

- Create spreadsheets/documents (Excel & Word) as needed
- Organize files (electronic & paper)
- Maintain office equipment
- All other duties as assigned

Business Analysis

- Generate various analytical documents on a regular or custom basis

Northern Soy, Inc. is a growing business in the Natural Foods industry. It's located in an office park in Chili, New York. Reliable transportation is necessary as the business is not located on a bus line. The hours are 8:15 a.m. to 5:00 p.m.

The office is a unique environment. Four large dogs and a parrot accompany the Owners to work every day.

To apply send a resume and cover letter to info@soyboy.com. No phone calls will be accepted.

Northern Soy, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

NORTHERN SOY INC.

345 Paul Road • Rochester, NY 14624-4925 • (585) 235-8970 • Fax: (585) 235-3753