



Entrepreneurial Triple-Bottom-Line Company  
Organic & Fair Trade Snack Brand  
[www.kopaliorganics.com](http://www.kopaliorganics.com)

## Finance and Operations Associate - Miami, FL

The Finance and Operations Associate will play an important role on our small team, as we build a global, purpose-driven, organic, fair trade, snack brand. The Finance and Operations Associate will work as the right-hand person of the Operations Manager, helping to run the essential elements of the business, from operations and supply chain, to sales analysis, to accounting and finance; he/she will also support the office administratively. This is an excellent opportunity for the right highly talented candidate, who is willing to roll up his/her sleeves and make a strong contribution wherever it is needed, and who is interested in learning and developing skills and experiences.

### **Kopali Organics:**

Kopali Organics, winner of the 2007 Socially Responsible Business Award. We started Kopali from our off-the-grid organic permaculture farm and sustainability center in the rainforest of Costa Rica, to support sustainable family farmers and their communities around the world, through the sale of organic and fair trade snacks that are “**Good for you. Good for farmers. Good for earth.**” We are a small entrepreneurial team at an exciting moment of growth, reaching more and more retailers and shoppers every day, growing to “scale” and greater and great positive social and environmental impact.

[www.kopaliorganics.com/introduction](http://www.kopaliorganics.com/introduction)

### **SUPERGOOD SUPERFOOD treats:**

Ten delicious treats of the most exceptional premium quality. “Premium Chocolate/Candy” category. Organic & Fair Trade. Pure and healthy, nutrient-rich and energy-packed. Presented in appealing, stylish “impulse-buy” packaging. Produced in the most compassionate and sustainable ways possible. The Kopali Organics look-and-feel combines an upscale, contemporary, sophisticated branded snack, with authentic commitment and connection to farmers and land, artisan production and indigenous cultures. Treats are naturally delicious: the fruits are fully ripened on the plant, picked at their peak, and hand-dried right at the farm in small artisan batches. Flavors include 5 fruits: Mango, Pineapple, Goldenberry, Mulberry, Superfood Mix, and 5 chocolates (dark chocolate, and a carefully balanced blend of dark and sweet flavor notes to appeal broadly): Chocolate Banana, Goji Berries, Mulberries, Espresso Beans and Cacao Nibs. Carried nationally in premium retailers including Whole Foods Market, Wegmans and others, and by the national distributor UNFI.

### **Responsibilities (Include but are not limited to):**

- 1. Administrative:** Vital member of the team, responsible for general office coordination and support.
- 2. Bookkeeping:** Primary responsibility for all day-to-day accounting, including accounts receivable, accounts payable, employee payroll, taxes, and financial reports.
- 3. Operations & Supply Chain:** Will work closely with Operations Manager on critical business areas such as production planning and materials purchasing, inventory management, warehouse and transport logistics, order fulfillment, and pricing proposals. Some ingredient sourcing if requested.
- 4. Sales:** Will run sales reports and analysis, and work both with the sales team and with customers.

## **Qualifications:**

The right candidate is motivated by Kopali's mission for social and environmental positive impact, and also, by a desire to grow and build a strong career in finance and operations. The right individual is passionate about excellence, takes great pride in his/her work, and will serve as an excellent team member thriving in our entrepreneurial goals-driven culture. He/she has a positive attitude, strong work ethic, helpful nature and cooperative spirit. We seek a team player who also is/has:

- Bachelor's degree, minimum;
- 1 - 3 years of experience, minimum;
- Spanish and English fluency (required), with excellent writing skills in both English and Spanish;
- Solid computer skills, with knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word), and proficiency in QuickBooks Pro;
- Excellent research skills;
- Problem-solving orientation, customer-service focus, and strong analytical skills;
- Exceptional: attention to detail; time-management skills and ability to manage multiple tasks/priorities; ability to work under pressure on deadline with a high volume of projects; aptitude for learning and development; ability to think creatively and systemically, and identify opportunities to improve existing processes;
- Desire to work in a fast-paced, startup environment with aggressive growth plans.

Compensation will be commensurate with candidate's experience, as well as his/her potential to learn, grow and take on additional responsibility as Kopali Organics grows over time.

*Kopali is a rapidly growing business. Team members are respectful, friendly and courteous to one another and work cooperatively. Kopali Organics is an equal opportunity employer committed to developing the skills and leadership of people from diverse backgrounds.*

Resume and cover letter to: [marcela@kopali.com](mailto:marcela@kopali.com)

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