



Job Description Accounting Coordinator

Department: Finance /Administration	Reports to: Director of Finance
FLSA Status: Non-Exempt	Supervisory responsibility: n/a
Approved by: Director of Admin/Ops	Budgetary responsibility: n/a

Purpose of position: The Council is responsible for the accurate accounting of over \$20 million of state, federal and international funds and contributions that support the Council's global operations. The accounting coordinator provides support to members of the finance team to aid in ensuring the accuracy of accounts payable operations.

In addition to providing support for the accounts payable process, provide accounting support to the managers of accounting, manager of accounts payable, manager of program funding, director of finance and the administration team.

Responsibilities:

1. Prepare vouchers and reports (202's) each month of FAS expenses paid by USGC/Washington for the domestic and overseas offices (includes photocopying billing documents, data entry into the Solomon database, capturing vouchers and collating the documentation for billing).
2. Process Dollar Expense Account (DEA) claims from overseas offices. Update DEA budget spreadsheet and distribute to overseas offices and USGC/Washington.
3. Responsible for departmental filing for all regions.
4. Provide credit card reconciliation support for manager of accounts payable. Serve as backup for manager of accounts payable in their absence.
5. Maintain accounts in the Solomon database (includes annual entry of

accounts and corresponding budgets & entry of periodic budget modifications per amendments).

6. Responsible for petty cash disbursements and replenishment.
7. Assist in preparing journal entries for wire transfers.
8. Input journal entries, CM, CR and wire transfers into the Solomon system.
9. Provide support in gathering samples and responding to requests for annual and semi-annual audit and compliance requests.
10. Track commuter direct payments for employees.
11. Prepare journal entries & reconcile Flexible Spending Account (FSA) bank account each month.
12. Provide administrative support including preparing benefits and IT invoices for payment and ordering office supplies in coordination with director of administration and operations.
13. Provide administrative support to manager of IT.
14. Other duties as assigned.

Education/Experience Required:

1. Bachelor's degree or equivalent in accounting or finance is required.
2. Prior accounting and accounts payable experience is preferred.
3. Prior experience in non-profit organization preferred.
4. Prior experience with U.S. government regulations and USDA's Foreign Agricultural Service regulations is a major plus.

Skills, Knowledge and Abilities:

1. Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook is required.
2. Expert skills in accounting software are a necessity for this position.
3. Good communication skills, both verbal and written, are required.
4. Ability to work independently with little supervision is required.
5. Good analysis skills, used to track accounting transactions to the budget and make proper classification choices.
6. Meticulously detail orientated.
7. Awareness and sensitivity to a culturally diverse, international workplace.
8. Foreign language fluency is a major plus.

9. Prior experience with international programs is a plus.
10. Always represent the organization in a professional manner.

I acknowledge receipt of and understanding of this job description.

Employee Signature: _____

This job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time this job description will change and employees will be asked to perform tasks outside of their area of responsibility.

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