



## FundMatch Claim Coordinator

### Program Description:

Western United States Agricultural Trade Association (WUSATA) is a non-profit organization that provides marketing services to help western United States agribusinesses develop and expand their export sales. Members of WUSATA include the Departments of Agriculture from the 13 western states of Alaska, California, Wyoming, Washington, Oregon, Idaho, Montana, Hawaii, Arizona, Colorado, Utah, Nevada, and New Mexico.

### Purpose of Position:

Under the direction of the FundMatch Manager, this position administers all documentary and compliance aspects of WUSATA's FundMatch Program. The FundMatch Claim Coordinator reviews and processes participating companies' expense claims for reimbursement, provides excellent customer service while interacting with program participants regarding claim status and provides administrative support necessary for the successful operation of the FundMatch Program. This position maintains a professional, positive work atmosphere for WUSATA's members, clients, co-workers, and supervisors.

### Description of Duties:

- Reviews and initially approves reimbursement claims from participating companies.
- Ensures that reimbursements are eligible, complete, accurate and in compliance with relevant regulations and policies.
- Implements WUSATA procedures to prevent and detect any fraudulent activity while reviewing claims.
- Follows up with participating companies on outstanding claim items and status of reimbursements.
- Responds to inquiries by participating companies related to compliance and effective utilization of the program.
- Works closely with the FundMatch Liaison to provide excellent customer service through the claims process, ensuring all program participants receive information to assist them in receiving maximum reimbursement.
- Maintains program files for all documentation of each participant's activities in the FundMatch Program.
- Understands all regulations under the Market Access Program (MAP) and WUSATA internal policies.

**Working Conditions:**

The FundMatch Claim Coordinator is based out of WUSATA's headquarters in Vancouver, WA. This position requires 40 hours/week and reports to the FundMatch Manager. After a 60-day probationary period, this position offers flexibility with up to two remote days per week. As the organization modernizes the FundMatch application and claim processes and procedures, this flexibility is expected to increase.

**Supervisory Duties:**

There are no supervisory duties assigned to this position

**Minimum Qualifications:**

Associate degree in Business/Accounting or three to five years in claims processing

**Required Knowledge, Skills and Abilities:**

- Excellent organization skills
- Outstanding attention to detail
- Proven ability to track, monitor and report on a variety of project and third-party activities
- Excellent communications skills; oral, verbal, and written
- 10-key by touch, Microsoft Office working ability
- Strong customer service skills.

**Salary and Benefits:**

Competitive benefits package. Salary based on experience

*WUSATA 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.*