



U.S. Grains Council – Manager of International Accounting

International market development organization based in Washington, D.C. is recruiting a manager of international accounting. The individual in this position is responsible for ensuring effective financial management, compliance and handling of USDA funding in global accounting operations. This role is key in ensuring adherence to USDA regulations, managing USDA budgets and financial reporting, collaborating across all departments and offices, and implementing best practices in financial management. The goal of the individual in this position is to ensure optimal utilization of USDA funds and alignment with the organization's goals and USDA standards. The position is based in Washington, D.C.

USGC is a leading non-profit member association dedicated to expanding exports of U.S. corn, sorghum, barley and related co-products, including ethanol. To promote a healthy work-life balance, we have established programs including telework (two days per week), 37.5-hour workweek, Employee Assistance Programs, paid training/seminars, lunch-and-learn sessions, and more. USGC also offers competitive health/dental/vision benefits, generous leave policies and generous retirement benefits.

Desired Qualifications

Minimum requirement is a bachelor's degree in accounting or finance. Five years of accounting experience with progressing responsibilities is required. Prior non-profit, government billing or USDA cooperator experience is a plus. The ideal candidate will be detail oriented and able to multi-task in a fast-paced environment.

If you are interested in the position, please submit a letter of interest and a resume by **COB on March 8, 2024** to employment@grains.org

The U.S. Grains Council is an Equal Opportunity Employer. It does not discriminate in the terms and conditions of employment on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, or any other factor prohibited by law.

As a participant in USDA programs, we share the commitment to comply with all federal, state and local civil rights laws and those of the USDA. More about this commitment is found here, <https://www.usda.gov/non-discrimination-statement>



Manager of International Accounting Job Description

Department: Finance and Administration	Reports to: Director of Finance
FLSA Status: Exempt	Supervisory responsibility: No
Approved by: President and CEO	Budgetary responsibility: No

Purpose: The manager of international accounting is responsible for ensuring effective financial management, compliance and handling of USDA funding, with emphasis on Regional Agricultural Promotion Program (RAPP) funds in global accounting operations. This role is key in ensuring adherence to USDA regulations, managing USDA budgets and financial reporting, collaborating across all departments and offices, and implementing best practices in financial management. The goal of the individual in this position is to collaborate to ensure optimal utilization of USDA funds and alignment with the organization's financial goals and USDA and accounting standards.

Responsibilities:

1. Financial Management and Compliance:

- Uphold compliance with USDA regulations & organizational standards for government funds.
- Conduct audits and prepare and submit financial reports, ensuring accuracy and regulatory conformity.
- Update financial management practices in response to changes in regulations.
- Provide support as needed to manage, facilitate and execute payment and advance requests for RAPP fund usage, ensuring comprehensive documentation.
- Collaborate with international offices to validate and approve financial requests, ensuring alignment with protocols and guidelines.
- Collaborate as directed to manage accounting compliance of international offices, including training in financial processes and USDA regulations.

2. Budget Monitoring and Oversight:

- Monitor budgets and expenditures of USDA program funds, identifying variances and advising on discrepancies to maintain budget integrity.
- Collaborate with program managers for financial forecasting and monitoring.



- Generate financial reports upon request; offer insights into fund usage, trends, and projected financial needs.
- Manage and analyze the preparation of billings to FAS, including travel reports and voucher review.

3. Stakeholder Communication:

- Collaborate with the manager of international accounting and manager of program funding.
- Serve as primary internal financial point of contact for matters related to RAPP funds, including facilitating FAS compliance review processes with internal and external stakeholders.
- Provide transparent and accurate financial updates, addressing inquiries and maintaining clarity in fund management.
- Review and provide feedback on monthly expense claims from international offices.

4. Strategic Financial Planning:

- Assist in development of strategic financial reporting for the effective utilization of RAPP funds, aligning them with organizational objectives.
- Identify and implement opportunities for fund optimization, aligning financial strategies with organizational performance metrics.
- Manage the level of RAPP advances for worldwide programs and coordinate wire transfers to overseas offices.

5. Specialized Accounting Duties

- Work with the senior manager of international accounting to manage the annual reporting submission to USDA/FAS.
- In coordination with the director of finance and the senior manager of international accounting, furnish requests for the annual A-133 Audit, and FAS compliance review.
- Provide backup for processing of wire transfers, including drafting, input into the bank's online treasury system, and journal entry preparation.
- Handle incoming USDA/RAPP reimbursements for all regions.



- Reconcile general ledgers for USDA/RAPP related accounts and help prepare a balance sheet for the USDA/FAS bank account.

6. Other duties and assignments will be assigned as dictated by need.

Education/Experience Required:

1. Undergraduate degree in accounting or finance is required.
2. At least 5 years of accounting experience with progressing responsibilities.
3. Prior non-profit, government billing, or cooperator experience a plus.

Skills, Knowledge, and Abilities:

1. Proficiency in MS Office Suite, with a strong emphasis on advanced Excel skills, including data analysis, financial modelling, and use of complex functions.
2. Must be adept working with various accounting systems including, particularly in the areas of general ledger functionalities. Prior Solomon experience is a plus.
3. Excellent communication skills, both verbal and written, are required.
4. Ability to work independently.
5. Ability to 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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