



## ***Position Description***

### **Program/Finance Assistant, International Programs (part-time)**

**Company Background:** The [American Peanut Council](#) works on behalf of the U.S. peanut industry to expand the export of USA peanuts globally. Supported with funding from the U.S. Department of Agriculture (USDA), staff, consultants and industry members travel extensively as part of program work.

**Position Summary:** Supports APC program and finance staff with the coordination of inbound and outbound trade delegations, completing trip reports, assisting with reports to USDA, and making travel arrangements.

**Reports to:** Vice-President, International Programs

**Part-time position:** Approximately 20-25 hours per week

#### **Responsibilities:**

- Assist APC staff and international consultants with booking travel for trade missions
- Assist in coordinating logistics for inbound and outbound trade missions
- Assist in planning for participation in international trade shows
- Review and process travel expenses for staff and contractors, in compliance with USDA regs
- Validate expense documentation submitted by others before passing on to Finance Director for final payment and submission to USDA
- Track and report on status of travel budgets
- Assist Finance Director with completion of compliance audits
- Other duties as assigned by VP of international programs and director of finance

#### **Key requirements:**

- Minimum five years professional administrative experience, preferably in a finance or logistics setting
- Attention to detail / process drive
- Ability to work as part of a small team
- Ideally the candidate is familiar with USDA travel regulations and Cooperator Programs

**Start date:** Available to start by January 1, 2025

**Location:** Alexandria, VA - APC operates a hybrid model of in-office and remote working.

**To apply:** Submit a cover letter outlining your qualifications and your resume by email to Peter Vlazakis [pvlazakis@peanutsusa.com](mailto:pvlazakis@peanutsusa.com), noting "Project/Finance Assistant Application" in the subject line. The American Peanut Council is an Equal Opportunity Employer and Provider.

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