



Manager, Compliance & Grants Administration

DESCRIPTION

USA Rice is a nonprofit trade association with programs that include the promotion of U.S. rice domestically and abroad. USA Rice also represents industry interests in federal legislative and regulatory matters, industry quality standards, education, research, and policy.

INDUSTRY OVERVIEW

U.S. grown rice and rice products are a \$30+ billion industry. Approximately 18 million tons of rice is grown annually in Arkansas, California, Louisiana, Texas, Mississippi, and Missouri. About half of the U.S. crop is exported to more than 120 countries worldwide. Eighty-five percent of the rice consumed in the U.S. is grown here.

POSITION SUMMARY

USA Rice is recruiting for a Manager, Compliance & Grants Administration to serve as USA Rice's compliance and grant administrator for all USA Rice Federal and State agreements/grants including but not limited to the U.S. Department of Agriculture (USDA) Foreign Agricultural Service (FAS), Natural Resource Conservation Service (NRCS), Ducks Unlimited, and any other partnership grants. Ensure program compliance with all regulations, policies, and practices of partnership agencies and organizations and manage all financial records, accounting, and program requirements for all programs. This position would report to the COO.

Primary responsibilities include, but are not limited to:

- Working knowledge of FAS cooperator program requirements and International Promotion (IP) department goals as described in the Unified Export Strategy (UES) document.
- Oversee financial and program compliance with FAS, NRCS regulations, USA Rice Federation policies and procedures and any new funds that USA Rice receives from either Federal, State, or private sector entities.
- Serve as internal help desk for compliance questions. Take proactive steps to resolve questions and issues related to compliance requirements, claims processing, and periodic compliance reviews.
- Review and approve all incoming IP vendor invoices and backup documentation. Collaboratively work with IP Directors to streamline invoicing. Troubleshoot to ensure accurate coding and compliance.
- Assist with preparation and submission of detailed program budgets. Maintain IP budget in accounting program and update and distribute as needed. Assist IP directors to monitor budgets and report variances.
- Serve as the lead for compliance reviews and assist the Finance Department in the annual USA Rice audit including document submissions.
- Ensure corporate policies are accurate, current and in compliance with federal and state regulations and ensure compliance of all members and staff with USA Rice policies and



procedures; conduct training, including anti-fraud, as appropriate.

- Ensure vendor compliance with USDA and USA Rice program policies and regulations by conducting periodic audits of overseas contactors and/or offices.
- Provide feedback to vendors and subcontractors to assist in their understanding and familiarity with the rules and regulations and reporting requirements of FAS and USA Rice.

Knowledge, Skills and Abilities (KSAs):

Position requires a self-directed individual with excellent:

- Organization
- Ability for flexibility and attention to detail
- Communication and interpersonal skills
- Teamwork

Technical Skills:

- Microsoft Office Suite
- Experience with USDA's eAuthentication or similar databases
- Experience with Sage Intacct or similar accounting software
- Experience with PN3, CRM or CRM-type databases a plus

Qualifications:

- B.A./B.S., in accounting or finance; at least five years' experience in compliance, accounting, or finance.
- Position requires a high-energy, self-motivated, detail-oriented individual with strong organizational skills.
- An interest in agriculture, and knowledge of USDA export promotion programs is highly desirable.

Working Conditions and/or Physical Requirements

- Attendance at meetings in the office, in Washington, DC, and occasionally internationally.
- Physical ability to work on a computer at a desk for long periods.

To apply:

Send cover letter, resume, and salary requirements within the \$80,000-\$100,000 range depending on experience, to: careers@usarice.com. Competitive benefits package; Principals only; No Phone Calls; EEO.



Successful candidates will be subject to a criminal and financial background check, including a soft credit pull.

It is the policy of USA Rice not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or identity, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran.

In addition to federal law requirements, USA Rice complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.