



**Southern U.S. Trade Association (SUSTA)
Employment Opening – CostShare Coordinator**

SUSTA has an opening for a full-time CostShare Coordinator. This position is responsible for working closely with CostShare companies to assist in the reimbursement of eligible marketing and promotional expenses. Primary duties include (1) Initial expense claim consultation with each company that is approved for the CostShare program, (2) Answer any expense claim inquiries from CostShare companies in a timely, friendly, and professional manner, (3) Provides guidance to CostShare companies on the submission of expense claims, (4) Review expenses submitted by CostShare companies against applicable federal regulations, (5) Prepare an assessment on the claim reviewed (6) Attain any additional documentation needed to close the claim (7) Follow-up with CostShare companies to get additional documentation to approve their application. (8) Educate approved CostShare companies on documentation needed for reimbursement of eligible marketing and promotional expenses. (9) Keep detailed notes on application follow-up and reimbursement assessments in SUSTA’s back-office management system. (10) Increase Costshare participants and utilization with the duties outlined above.

The candidate must be highly organized, detailed oriented, must be able to communicate well with CostShare companies, must be able to close CostShare claims and applications in a timely manner. General knowledge of international marketing is helpful but not necessary. Candidate should possess a B.A. degree in business, finance or related field or have at least three years’ claims processing, business relationship or customer service experience.

SUSTA offers the right candidate a competitive salary starting at \$45,000 and competitive benefits package, including 403(b) savings, health, dental, and life insurance, paid vacation, paid parking, and paid holidays. This is an in-person position located at SUSTA’s headquarters in New Orleans, Louisiana.

Resumes will be accepted until **Friday, April 26, 2024**. All resumes should be sent to: HR@SUSTA.org

OR

SUSTA
ATTN: Human Resources
701 Poydras Street
Suite 3845

One Shell Square
New Orleans, LA 70139

SUSTA does not discriminate based on race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital/family status. Persons with disabilities, who require alternative means for communication of program information, should contact us. SUSTA is an Equal Opportunity Employer.