

Company: Southern U.S. Trade Association (SUSTA)

Job Title: Accounting Coordinator

Location: 701 Poydras Street, Suite 3845, One Shell Square, New Orleans, LA 70139

Job Type: Full-Time

Company Overview: SUSTA helps small companies in the Southern United States promote value-added U.S. food and agricultural products to foreign markets.

We are a non-profit, and our funding is provided by the USDA's Market Access Program, our Member States, and private companies. Through the Market Access Program, the USDA's Foreign Agricultural Service partners with SUSTA to support our member companies by providing valuable programs and services that enhance their international marketing efforts.

Position Overview:

The Accounting Coordinator, under the guidance of the Financial Director, is responsible for the accurate initial entry into the accounting system, the processing of FAS-USDA program claims, maintaining claims reports, and providing general accounting support.

All duties will be conducted in a manner that fosters a positive work environment, ensuring effective communication and collaboration with team members, clients, colleagues, and supervisors to maintain strong professional relationships.

Key Responsibilities:

1. Prepare Approved Invoices and Reimbursement Requests for Payment

- Review invoices/reimbursement requests for accuracy, verifying Activity number and program eligibility.
- Enter payables into the Abila MIP Accounting system, ensuring no duplicates.
- After payment, match proof of payment with invoice and backup, then enter payment details into the system.

2. Processing of Receipts

- Monitor AMEX, VISA, and direct transfer payments twice daily for program participant and CCC claims.
- Pro-rate AMEX payments and allocate net payments.
- Record receipts from AMEX, VISA, direct transfers, and CCC claims into Abila MIP.
- Collect and record checks received via mail in the accounting system.
- Update receipts in SUSTA's back-office system.

3. Maintaining Filing Systems

- File completed payment documents (invoice, backup, proof of payment) in appropriate folders.
- Post check numbers for submitted Program claims in SUSTA's back-office system.
- Complete final Compliance Review by tagging, stamping, and filing claims packets.

4. Recording and Filing Weekly Intern Payments and Activity Manager Reimbursements

- Review and process intern payment requests, matching with timesheets and reimbursement materials.
- Generate Claim Forms from SUSTA's system and attach necessary documentation.
- Process and file claims as outlined in Goal 3 (above) after completion.

5. Maintaining Claims and Activity Tracking Spreadsheets

- Run and export Expense Claim reports from SUSTA's system for each program area.
- Organize and export and manipulate data into excel for reporting.
- Integrate date information into primary and program-specific spreadsheets.
- Update and maintain primary and individual program spreadsheets regularly.

6. Assisting the Financial Director

- Support the Financial Director in maintaining financial systems, reconciling, and generating financial reports and assisting with audit preparations.
- Assist with audit preparation and other special projects as assigned.
- Maintain regular communication with the Financial Director and provide support for any special projects or initiatives as directed.

Requirements:

- Bachelor's degree in accounting or a minimum of five years of relevant accounting/bookkeeping experience.
- Experience or academic background in recognized accounting principles is required; familiarity with Non-Profit accounting practices is highly beneficial.
- Expected to interpret and apply USDA federal program regulations to claims processed within the accounting system.
- Ability to manage multiple tasks efficiently with a strong attention to detail.
- Communicate effectively with all stakeholders, including team members, clients, and supervisors.
- Proficient in Microsoft Office Suite.
- Maintain a high level of confidentiality in all aspects of the role, with direct reporting to the Financial Director.
- Be in-person at SUSTA's headquarters in New Orleans.

Why Join Us? At SUSTA, you will be part of a dedicated team committed to supporting businesses in achieving their goals. SUSTA offers the right candidate a competitive salary and benefits package, including 403(b) savings, health, dental, and life insurance, paid vacation, paid holidays, and paid parking. Join SUSTA in making a difference for southern food and agriculture companies! We look forward to welcoming a new member who is eager to contribute to our mission.

SUSTA does not discriminate on the basis of 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.

Interested candidates should submit resume and cover letter to:

HR@SUSTA.org

OR

SUSTA ATTN: Human Resources 701 Poydras Street Suite 3845 New Orleans, LA 70139

Deadline to apply is Monday, May 19, 2025.