

USA Dry Pea & Lentil Council

Job Description

Title: Finance and Grant Manager

Effective Date: September 30, 2021

Supervisor: Vice President of Marketing & Grants

Overall Responsibilities: To provide financial management and operational support to industry member organizations, grants, programming, budgeting and audits.

Accountability: The Finance and Grant Manager is accountable to the CEO and the VP of Marketing and Grants for all duties assigned, particularly in the areas of financial record keeping, industry programming, grant management, budgeting and audit preparation.

Specific Responsibilities:

A. Organization Financial Management:

1. **Organization Financial records.** Responsible for proper filing of checks, invoices, deposits, wire creation, RFP financial review and other financial documents of the following industry contracted organizations: USADPLC, APA, USPLTA, WPC, IDPLC, WPGA, PF
2. **Program Coding and Accounts payable.** Responsible for assisting program staff with the proper coding and documentation of expenses, invoices and deposits received.
3. **Financial Audits:**
 - a. **Documents.** Maintain original and electronic organization documents including: contracts, agreements, amendments, minutes, check history, deposits, expense reports in compliance with audit rules and regulations.
 - b. **Reports.** Prepare each organization for its annual financial audit.

B. United Export Strategy (UES) Grant Management:

1. **UES Grant Management-** Responsible for ensuring that all UES programs and activities are following standard operating procedures and best practices in the areas of policy/procedures, records management, document control, RFP financial review, and compliance with USDA/FAS regulations.
2. **UES Invoices & Expenses.** Review all invoices & expense reports for proper documentation and submit same for payment in a timely manner.
3. **Maintain UES documents.** Maintain files of all original USDA/FAS-USADPLC Agreements and Amendments.
4. **UES Document Review.** Ensure all documents and expense reports relating to the UES programs comply with USDA Foreign Ag Service (FAS) rules and regulations.
5. **FAS Audits.** Maintain all necessary documentation for periodic USDA/FAS audits.
6. **UES Preparation-** Participate in the drafting of the annual USDA/FAS (UES) grant application, with emphasis on collecting relevant financial data and reporting results of prior-year activities.
7. **End of year Reports.** Compile, complete and submit all end-of-year financial reports to FAS.
8. **Monthly Budget Report.** Reconcile monthly budget reports with FAS and prepare a monthly budget report on UES activity by the 10th of each month. Submit this report to the industry accountant and management staff.

C. Grant & Special Projects Management

1. **Grant & Special Projects Management-** Responsible for ensuring that all industry grants and special fundraising projects follow standard operating procedures and best practices in the areas of records management, document control, RFP financial review, and compliance with grantor regulations.
2. **Invoices & Expenses.** Review all invoices & expense reports for proper documentation and submit same for payment in a timely manner.
3. **Agreements and Amendments.** Responsible for maintaining files of all original grant agreements and amendments.
4. **Document Review.** Responsible for ensuring that all documents and expense reports relating to the grant comply with grantor rules and regulations.
5. **Audits.** Maintain all necessary documentation for internal and external audit.
6. **Financial Reports.** Compile, complete and submit all financial reports required by grantors.

- 7. Monthly Budget Report.** Responsible for working with the industry accountant to reconcile and prepare a monthly budget report on all ongoing grants and special projects.

Administrative Responsibilities:

- 1. Office Operations:** Assist management staff in areas of general office operation including phone reception.
- 2. Committee Assignment-** Manage the International Marketing Committee (IMC) calendars, notices, packages, and meeting minutes.

Travel. Participate in selected domestic and International activities in accordance with U.S. Department of Agriculture and USADPLC travel guidelines.

Position Requirements

BS/MS or equivalent of 1-2 experience in accounting, bookkeeping and/or grant management. Technical qualifications should include experience in financial records management, project management and budgeting. The individual should demonstrate effective communication skills, both oral and written, experience in excel spreadsheets, financial record keeping software and strong computer skills. Position includes some travel.

About USA Dry Pea and Lentil Council, American Pulse Association and Pulse Foundation:

The USA Dry Pea and Lentil Council, American Pulse Association and the Pulse Foundation are nonprofit organizations that have served the producers, processors, exporters and food manufacturers of dry peas, lentils, chickpeas and dry beans since 1965. Our mission is to grow the pulse crop industry in the United States.

The organizations have the following four goals:

- Increase Demand (Sales and Consumption) for Pulse Crops.
- Increase the body of research on Health, Nutrition, Functionality and Production / Sustainability of Pulse Crops.
- Ensure Policy that will Promote and Protect the U.S. Pulse Industry.
- Increase membership in the pulse crop coalition.

Our team consists of bright, energetic and talented people who have a passion for promoting the most nutrient dense, cost effective and sustainable food crops on the planet.