



Accounting Clerk Job Description

Position Title: Accounting Clerk	Department: Finance & Administration	Reports to: Director of Finance & Administration	FLSA Designation: Non-Exempt
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Details: The Western United States Agricultural Trade Associations (WUSATAs) mission is to increase international growth of Western agribusiness by providing financial support, export readiness and business development services to companies located in the thirteen Western United States, Guam, and the Commonwealth of the Northern Mariana Islands. We achieve organizational excellence through efficient and effective people, systems, and processes.

Purpose of Position:

The Accounting Clerk supports WUSATA’s financial and administrative operations by processing financial transactions, maintaining accurate records, and ensuring compliance with USDA/FAS grant requirements. This role plays a critical support function in maintaining audit-ready financial systems, supporting grant-funded programs, and ensuring that expenditures, documentation, and processes align with federal regulations and internal controls. The position may also provide general administrative support for the onsite office and remote team members.

Responsibilities:

- Accounts Payable, Receivable, and General Ledger Support**
- Process invoices, payments, deposits and Journal entries; ensure accurate coding by funding source, program, cost category (e.g. MAP, RAPP, AFTPP, program income)
 - Track, reconcile, and code company credit card charges; follow up on missing receipts and documentation.
 - Reconcile a high volume of bank statements and other balance sheet accounts by comparing them to the general ledger and resolving discrepancies.
 - Respond to internal and external accounts payable inquiries and take appropriate corrective action.
 - Track invoice aging and support timely payments in accordance with internal controls and grant requirements.
- USDA/FAS Grant & Compliance Support**
- Assist with tracking expenditures by approved budgets, funding sources, and scopes of work.
 - Support program income tracking, reconciliation, and documentation in compliance with USDA/FAS regulations.
 - Assist with claims preparation support by validating invoice completeness, eligibility, allowability, and required documentation prior to submission.
 - Monitor financial activity for potential compliance risks or budget variances and escalate concerns to Finance leadership.
 - Support annual USDA/FAS compliance reviews, desk audits, and site visits (if applicable).
- Contractor & Vendor Support**
- Support financial setup and maintenance of vendors and contractors in accounting systems.
 - Assist with tracking contractor agreements, retainers, amendments, and payment limits against approved scopes.
 - Support vendor relationships, contracts, and request-for-proposal (RFP) processes as assigned.
- Credit Card & Travel Reconciliation**
- Reconcile staff and contractor travel and credit card expenses to receipts and approved activities.



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- Verify compliance with USDA/FAS travel policies (airfare, lodging, per diem, and related requirements).
- Maintain organized, audit-ready documentation for travel and credit card expenses.

Records Management & Audit Readiness

- Maintain electronic financial records in accordance with USDA/FAS and internal record retention policies.
- Gather, organize, and provide financial documentation for independent audits and compliance reviews.
- Assist in responding to auditor inquiries and follow-up requests.

Systems, Reporting, and Process Support

- Assist with maintaining financial databases, ledgers, and accounting systems to ensure accuracy and data integrity.
- Support preparation of internal financial reports, budget tracking tools, and summaries for management.
- Assist with process improvements, system enhancements, and documentation of finance-related procedures.

Ad-hoc Administrative & Office Support

- Perform general administrative duties including filing (paper and electronic), mail handling, phone coverage, and inbox monitoring.
- Provide administrative and operational support for onsite and hybrid team members as needed.

Supportive Functions:

In addition to performance of the essential functions, this position may be required to perform a combination of administrative supportive functions as other duties assigned, with the percentage of time performing each function to be solely determined by your department leader based upon the requirements of the company.

Other Duties:

Positively contribute to the WUSATA culture through understanding, supporting, and participating in the company mission, vision, and values. Demonstrate working knowledge of the service standards. Regular attendance in conformance with the standards, which may be established by WUSATA from time to time, is essential to the successful performance of this position.

Required Competencies:

WUSATA Core Values

Trust

We have confidence in our collective experience, knowledge, and professional connections to deliver meaningful results to those who put their trust in us.

Service

We support, guide, and empower each other by treating our companies, partners, and team members as individuals. We succeed when you succeed.



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Integrity

We are committed to being honest, transparent, and responsible in all communications which drives our team to consistently do what is right.

Excellence

We take pride in our work and are committed to excellence in all aspects of our organization. Passion, energy, and enthusiasm are at the heart of every decision we make and every action we take.

Accountability

We are consistent and dependable. We take responsibility to get it done.

Specific Job Knowledge, Skill, and Ability

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he, she or they can perform the essential functions of the job, with or without reasonable accommodation.

- Ability to learn, interpret, and apply USDA/FAS regulations, including Market Access Program (MAP) and other federal and state requirements.
- Strong understanding of basic accounting principles and internal controls.
- Excellent organizational skills and attention to detail.
- Strong analytical, problem-solving, and reconciliation skills.
- Ability to prioritize, multitask, and meet deadlines in a fast-paced, compliance-driven environment.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with sound judgment and discretion.
- Proactive approach to identifying process improvements and operational efficiencies.
- Ability to work independently and collaboratively across departments.
- Ability to travel domestically up to 10%.

Minimum Qualifications:

- High school diploma or equivalent required; associate degree in accounting or related field preferred.
- Minimum of two (2) years of accounting, bookkeeping, or office administrative experience.
- Experience with accounting software, spreadsheets, and document management systems.
- Familiarity with grant-funded or non-profit accounting environments preferred.
- Strong attention to detail, organizational skills, and discretion with confidential information.

Benefits:

- Employer paid medical, dental, short-term disability, long-term disability, life-insurance coverage for employee.
 - Family benefits included at a cost to employee
- Flexible Spending Account
- Participation in 401k plan with employer match 100% up to 6%
- 12 Paid Holidays
- Paid Time Off Plan
- Sick Paid Time off Plan
- Flexible Work Schedule
- Recognition Program



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Compensation Range Based on Experience:

This is a non-exempt position with an hourly pay range of \$22.00–\$28.00, commensurate with experience and qualifications.

WUSATA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.

Print Team Member Name

Team Member Signature
