



# Washington Hop Commission

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## Employment Opportunity

June 2018

### **WASHINGTON HOP COMMISSION Compliance and Accounting Specialist Announcement**

The Washington Hop Commission seeks a full-time Compliance and Accounting Specialist to join our team. This position will work alongside our Boards of Directors, members, collaborators, and other constituents to help take our organizations to a new level of programmatic and financial success. As an employee of the Washington Hop Commission, this position will also support three additional non-profit organizations under contract arrangements for administrative support. This position role will work directly with the Accountant and external finance contractors, as well as program leads. The ideal candidate is a collaborative, get-work-done, strategic thinker with excellent critical thinking, problem analysis and interpersonal skills.

#### **Organizations and Culture**

The Washington Hop Commission's operations are similar to a non-profit, but the organization is a state agency with regulatory and taxation authority. Mandatory assessments (taxes) are paid by hop growers in the state of Washington at a level approved by those growers and are used to fund programs as directed by their representatives, elected boards of directors. Certain funds are transferred to other non-profit organizations to carry out specific responsibilities for the Commission. These include Hop Growers of America, the US Hop Industry Plant Protection Committee and Hop Growers of Washington. This mix of organizational types (state agency and non-profit) requires careful attention to detail, specifically pertaining to audit requirements for each organization, as well as for individual programs that may also receive support from state or federal grant funds.

As each organization has its own area of responsibility and works collaboratively with the other groups, there is no competition between organizations for funding or recognition. However, it is important to ensure each organization is properly credited with their efforts on behalf of the hop industry. Communication between organizations, as well as communications with their respective constituents is crucial.

Our staff works as a team, with each member responsible for specific programs and projects with teammates supporting each other as needed during peak times for their program areas. The current staff of four includes three program managers and an accountant. Additional team members include external contractors retained for specific services, currently including finance and compliance. This position will expand the finance department to two individuals who will cross-train so each can provide support for various programs as needed.

#### **General Responsibility**

The Compliance and Accounting Specialist will have responsibility for financial activities and regulatory compliance pertaining to numerous grants and programs of the Washington Hop Commission, Hop Growers of Washington, Hop Growers of America, and the U.S. Hop Industry Plant Protection Committee.

The Compliance and Accounting Specialist reports to the Executive Director and the

Communications and Marketing Director and works in close collaboration with the Accountant and external finance contractors. Initial responsibilities will focus on grant management, contract and audit compliance. This individual will cross-train on other finance and accounting responsibilities pertaining to the four organizations we manage as time and project mastery allows. In addition, the Compliance and Accounting Specialist will work closely with the Events Coordinator to provide financial and accounting support for the American Hop Convention and other events.

### **Key Skills**

- Excellent accounting skills, including the ability to review financial reports for accuracy and compliance with regulatory requirements and in-house funds coordination.
- Double entry accounting
- Strong interpersonal skills, with the ability to work with diverse personalities, support team members, interface with board members, and interact with constituents by email, phone and in person with enthusiasm and positivity.
- Strong computer skills including proficiency in MS Office Suite and Quickbooks. Ability to learn project management system, website CMS and other programs as needed.
- Ability to research and understand state and federal regulatory requirements pertaining to grants, contracts, and our organizations, and relate those requirements to our projects.
- Initiative to problem solve tasks independently as appropriate or identify issues out of one's scope to project lead.
- Critical thinking and problem analysis skills.
- Confident presentation skills, with ability to present project updates (such as a budgets) to Board and member audiences.
- Must have the ability to work both independently and within cross-functional projects.
- Ability to work in a fast-paced environment and maintain calm under pressure.

### **Specific Responsibilities**

- Become familiar with legal requirements of state commodity commissions, state and federal agencies regarding financial and accounting activities
- Maintain records required for audits, assist program directors in preparing for audits, and work directly with auditors, as necessary.
- Maintain accurate records of all financial activities of the Hop Growers of America's Trade Education and Communications (TEC) program, including USDA grants for international market development and other grant funds.
- Develop and maintain a tracking system for all grant contract responsibilities, reporting activities and deadlines; assist project leads with report preparation and submission.
- Database management of key contacts from TEC program
- Manage invoicing activities for all grants and contracts.
- Prepare expense claims for FAS grant reimbursements, track reimbursements, initiate payment procedures.
- Assist in tracking cooperator and industry contributions, gather needed documentation to substantiate contributions, and prepare HGA's end-of-year contribution report.
- Monthly financial reports and budget status for HGA and TEC funds, as well as other accounts and projects assigned.

- Cross train on WHC, HGW, USHIPPC, and other accounts and programs, including payroll and tax reporting.
- Prepare and record bank deposits.
- Reconcile all bank statements.
- Tax reports, tax deposits, annual reports, etc.
- Direct follow-up with vendors or other points of contact when additional information/backup documentation is needed.
- Accounts payable and receivable.
- Assist in the preparation of annual draft budgets. Assist Marketing Director in the development of TEC budgets. Assist Event Coordinator in the development of the annual Convention budget.
- Maintain insurance policy documentation and other records as required by grants and contracts.
- Manage record retention per state and federal requirements.
- HGA Membership accounting and website Member Area database maintenance.
- Assist with on-line HGA Convention registration and sponsorship accounting, and other events; on-site event staffing.
- Optimize organizational structure and systems to increase efficiency and promote accountability.
- Provide federal and state regulatory compliance as required for grant funds and other projects.
- Ensure current employer and civil rights posters and notices as required by state and federal rules are maintained.
- Participate in staff planning sessions and development of work deadlines.
- Assist program leads with other projects and events as assigned.
- Develop and maintain accurate Standard Operating Procedures and Protocols for grant compliance, reporting and accounting activities.

### **Growth Trajectory**

The successful candidate will be an integral member of a small team that is developing and executing a broad range of programs with regional, national, and global reach, including marketing/promotion, scientific/technical, events (annual national convention and smaller events throughout the year), and outreach/education. Some travel will be required, including the annual Hop Convention and possible HGA TEC program support. Occasional work outside of normal business hours may be required from time to time.

### **Requirements**

- Bachelor's degree in accounting or related field OR
- Associate degree in accounting or related field, with a minimum of five years' experience
- Demonstrated ability in MS Office and Quickbooks
- Strong organizational skills and ability to manage several projects simultaneously
- Demonstrated ability to develop and manage complex budgets
- Current driver's license and passport (or ability to obtain a passport)

### **Our Ideal Candidate Will**

- Demonstrate excellent verbal and written communication skills

- Be comfortable dealing with complex projects and “whole systems” thinking
- Assume responsibility and be accountable for taking action
- Have a “can-do” attitude to solving problems and identifying solutions
- Demonstrate the capacity to collaborate and share information with others
- Value and encourage diversity in perspectives, approaches, experiences, and backgrounds.

### **What's in It for You**

- Competitive salary paid monthly
- Great benefits - medical, dental, vision, state retirement, sick leave, and paid time-off
- Fun, Supportive, and Collaborative company culture
- Bountiful professional growth opportunities

### **Equal Employment Opportunities**

The Washington Hop Commission is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or other classification protected by federal, state or local law.

### **Timeline**

- Please submit a cover letter, resume and three references (name and telephone number) to [info@usahops.org](mailto:info@usahops.org) by July 10, 2018. References should include at least one personal and one professional (including university).
- Phone interviews will be conducted with selected candidates between July 18-20, 2018.
- Final candidates In-person interviews will be conducted between August 8-17, 2018.
- Interviews will be at the Washington Hop Commission office, Liberty Building, 32 N 3<sup>rd</sup> St, Suite 408, Yakima, WA 98901.
- Anticipated start date: September 10, 2018.