

## **American Soybean Association – Program Assistant**

### **Summary:**

The purpose of this position is to assist the Regional Directors (RD) and Regional Representatives (RR) in all aspects of administering program activities. The Program Assistant communicates with consultants and partners overseas around consultant and staff travel; scheduling technical travel as needed as directed by RDs and RRs; submitting vouchers and invoices for review and payment/reimbursement, as well as tracking expenses across program and projects; budget monitoring; compliance review; assisting in the review of monthly international program expenses; Cochran Program, Trade Team and Farmer Travel budgets and itineraries; funding agreement and change request tracking. Exceptional organizational skills and high level of attention to detail is necessary. Must be able to lift 50 pounds unassisted, maintain harmonious work environment.

### **Essential Duties and Responsibilities**

- Provide administrative support to the Executive Director, Chief Operating Officer and Manager of Program Operations, which includes:
  - Ad-hoc project assignments,
  - Providing insight on administrative policies and procedures,
  - Draft and manage basic correspondence, outlook (shared) calendar maintenance,
- Organize all facets of the WISHH Committee Meeting 3 times a year and the new member training held in July. Work with ASA staff on room block, food & beverage, meeting space and AV needs. Send out Call to Meeting notices, schedule Sub-committee meetings, and take minutes during the calls. Prepare Committee and Subcommittee folders for quarterly meetings. Prepare folders and supplies for shipping. PA will receive final documents to print for folders and upload into designated Dropbox. Prepare all necessary Committee meeting follow-up within 2 weeks of the meeting.
- Obtain and convert raw data into tables and/or charts that can be presented in a professional manner including but not limited to: trade teams, conferences, seminars, workshop evaluations, etc.
- Ordering Office supplies, promotional items (folders, pens, aprons, etc.) while monitoring supply and general office upkeep
- Meeting Logistics: Organize travel and meeting logistics for Executive Director and Chief Operating Officer as needed; this includes verifying budget and account numbers, making all arrangements, travel folder prep, travel authorizations, processing all subsequent travel expenses, trip reports, and business card filing. Printing packet prep, and shipment of meeting materials for WISHH Committee meetings.
- Compile and submit payment requests, international and domestic expense reports and invoices for project staff, consultants, vendors and internal charges. Coordinate submission of documents with Manager of Program Operations to ensure proper coding that will allow timely reimbursements. Initial compliance review. Work with the field and the Manager of Program Operations to resolve compliance issues.
- Assist in preparing end-result contracts once ADNOTs have been finalized. This process includes assessing deliverables needed for payment, calculating M&IE and other travel expenses as needed. Compiling appropriate paperwork and obtaining signatures by both parties, following up to ensure receipt of fully executed contracts with proper dates. Ensure the FAS office is notified of trip, complete terrorist debarment form, travel insurance is purchased and deliverables and due dates are met based on ADNOT obligations.

- Assist in preparing service contracts once Scope of Work is finalized. Ensure proper deliverables are included in contract, complete terrorist debarment form and that consultant is paid monthly or quarterly depending on contract language.
- Arrange logistics for field projects (consultant and project management staff). As needed, make and confirm travel arrangements which include: securing approved travel authorizations, letters of invitation, visas, insurance, FAS post notifications, accommodations, flight itineraries and processing expense reports and trip reports.
- Maintain and monitor various systems such as a) budget-matching tracking document, b) trip numbering system, office inventory tracking sheet.
- Reclasses: As a part of budget monitoring, reclasses (changing source of funding on a payable) need to be done. Gather necessary backup, general ledger and prepare re-class request form.
- Compile list of accruals; expenses not paid out by the end of a funding year
- Provide administrative support for various projects/tasks as assigned.
- Provide administrative support to the Manager of Program Operations, which includes providing insight on administrative policies and procedures
- Obtain and Process industry Contributions forms sent by Directors and Managers
- Develop tracking sheet for logistics and costs incurred for Trade Teams
- Obtain bios from RD/RR for trade teams. Condense into 1-2 page summary document hosts, donors, etc.
- Work closely with the Manager of Program Operations/Accounting department on payables, contracting, and compliance.
- Manage reconciliation of credit accounts within prescribed deadlines and compliance guidelines. Coordinate with Division Directors/Program Managers to prepare coversheets and backup for accounting on all new and extended funding agreements.
- Assist with RFP Process. Once RFP has been reviewed and is compliant, post to specified websites and the obtain and save proper documentation on organization's server (Q).
- Enter payables into Xledger as a pre-registrant

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Associate's **degree**, or equivalent, is **required**, with a minimum of 4 years of payable or contracting experience or equivalent combination of education and experience. Experience in making domestic and international travel and meeting arrangements for small and large groups is a plus.

**Below is for knowledge, skills, and abilities needed for your position.**

**Computer Skills:**

Accurate typing skills with demonstrated skills in electronic Microsoft Office Suite, i.e Word, Excel, PowerPoint, Outlook and the Windows environment, email and Internet; the ability to learn other personal computer application software i.e. Internet Web based publishing, MS Project Management, etc.

**Communication Skills:**

Excellent Communication, interpersonal, and writing skills with knowledge of Business English, e-mail etiquette, grammar and spelling; the ability to format complex letters in standard business form; draft ordinary business correspondence and the capacity to communicate effectively with tact. Ability to understand and communicate with other cultures. Ability to maintain confidentiality for all projects and data, which are an integral part of the position.

**Problem-solving Skills:**

Highly organized and detail oriented with the ability to follow written and verbal instructions. Ability to work independently, prioritize, pursue details and complete assigned tasks within assigned deadlines. Possess a high degree of initiative and enthusiasm to learn and maintain ASA/WISHH office procedures.

**Math Skills:**

Proficiency with math oriented tasks, such as payables, invoices and voucher preparation for payment of expenses.

*In accordance with Federal Law and U.S. Department of Agriculture (USDA) policy, World Initiative for Soy in Human Health (WISHH) is prohibited from discriminating in its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, or political beliefs. WISHH is an equal opportunity provider and employer.*