

**Federation of Southern Cooperatives / Land Assistance Fund  
Rural Training and Research Center  
Alexandria, Louisiana**

**JOB ANNOUNCEMENT**

**Field Accountant**

The Federation of Southern Cooperatives/LAF, is a regional cooperative and rural development organization, serving a membership of Black farmers, landowners, cooperatives and other low-income rural people in the Southeast. Currently, we are seeking a Field Accountant to manage our Imprest Account, the State Association of Cooperatives' bank account as well as support efforts to engage limited resource cooperatives and members in sustainable accounting/business practices and facilitate their access to available assistance programs and resources. The Field Accountant will follow the guidance of the Louisiana State Coordinator while working closely with and responsibility to the State Association.

THE FIELD ACCOUNTANT POSITION IS AN ADMINISTRATIVE AND OUTREACH POSITION RESPONSIBLE FOR MANAGING THE FEDERATION'S ALBANY IMPREST ACCOUNT AS WELL AS THE GEORGIA STATE ASSOCIATION OF COOPERATIVES' BANK ACCOUNT; DEVELOPING AND MAINTAINING FINANCIAL STATEMENTS RELATED TO BOTH ACCOUNTS/ENTITIES; AS WELL AS PROVIDING ACCOUNTING RELATED OUTREACH AND FINANCIAL RELATED TECHNICAL ASSISTANCE TO THE FEDERATION'S MEMBERSHIP OF BLACK FARMERS, LANDOWNERS AND COOPERATIVES IN GEORGIA.

FIELD ACCOUNTANT WILL BE BASED AND WORK OUT OF THE OFFICE AT THE FEDERATION'S LOUISIANA FIELD OFFICE IN ALEXANDRIA, LOUISIANA; BUT WILL ALSO BE ASSIGNED TO THE LOUISIANA STATE ASSOCIATION OF COOPERATIVES AND EXPECTED TO SPEND TIME IN THE FIELD WITH VARIOUS COOPERATIVE MEMBERS IN LOUISIANA.

FIELD ACCOUNTANT WILL ALSO WORK COOPERATIVELY WITH THE FEDERATION'S DIRECTOR OF FINANCE AND ACCOUNTING TEAM TO RECONCILE IMPREST ACCOUNT IN COLLABORATION WITH ORGANIZATION'S ACCOUNTS AS WELL AS COORDINATE FINANCIAL ACTIVITIES AND REPORTING OF ALL OFFICES AND STATES INTO A UNIFIED/COMBINED FINANCIAL REPORTING SYSTEM.

**QUALIFICATIONS:**

Minimum: B.S in Accounting or Business Administration (with a focus in Accounting), plus 3 years of experience in accounting or a business related field

## **DUTIES & RESPONSIBILITIES:**

- Accounting/Bookkeeping and Financial Reporting functions:
  - Prepare request for checks for all bill payments/ invoices/travel/ purchases
  - Prepare forms for grant preparations SF 424, SF424A, SF424B, SS-LLL,
  - Record all checks and deposits received
  - Prepare budget to actual reports for grantors and office
  - Prepare monthly reconciliation on account balances
  - Maintain fixed assets register and depreciation schedule
  - Produce financial reports- Statement of Financial Position, Statement of Activities, General Ledger, and Trial balance
  - Prepare reports, and pull invoices, pay authorizations, Board minutes, and other requested items for Auditors for tax returns and audited financial statements
  - Oversee audit
  - Prepare Request for Advance SF270 with related documentation to grantor
  - Process payroll
  - Pay related payroll taxes and/or insurances
  - Prepare quarterly payroll tax reports
  - Request and receive bids on major purchases
  - Request and receive quotes for office
  - Maintain open grant files
  - Prepare SF425 quarterly financial reporting on government grants
  - Adhere to financial reporting requirements on foundation grants
  - File all financial information
  
- Field Accounting & Outreach functions:
  - Attend workshops and functions of assigned cooperatives
  - Provide technical assistance in cooperative recording keeping, financial management and understanding financial statements to cooperative members
  - Prepare quarterly reports
  - Assist with tax preparation, reports and compliance for cooperatives
  - Assist in developing and maintaining coop ready files for each coop
  - Support financial aspects of farm and forestry managements plans for farmers and landowners
  
- Administrative/Support functions:
  - Assist in answering phone calls, taking messages and routing calls
  - Assist with proposal development: budgeting and gathering information
  - Other duties as assigned

*Travel required (in and out of state)*

*Proficient use of MS Excel, MS Word, MS Access, MS Power Point and various accounting software/systems. Must learn Accufund Non-Profit Accounting Software/System.*