



**POSITION DESCRIPTION**  
**GBB Compliance Coordinator**

**Position Overview:** This position is responsible for Checkoff compliance ensuring receipts from cattle sales and harvesting in Georgia submitted by producers, livestock markets and processing plants are correct and entered into the National Beef Checkoff compliance portal. Responsible for ensuring new livestock markets and processing plants are in compliance with National Checkoff Remittance requirements. Also responsible for engaging and ensuring compliance on a month to month basis with existing remitters and new remitters. This position is also responsible for overseeing our educational programmatic efforts including beef in the classroom and ensuring materials and promotional items ordering and distribution for school field days. This position may from time to time support GCA activities when appropriate including GCA events. Georgia Cattlemen's Association is the employer of record, providing management services for Georgia Beef Board at the direction of their board.

**Specific Responsibilities:**

- Oversee all monthly remittances balance and preparing national portion of Checkoff receipts, as well as preparing State of Origin payments to other Qualified State Beef Councils.
- Responsible for data entry into the National Checkoff Remittance database.
- Oversee accounts payable and accounts receivable items through accounting systems.
- Prepare revenue and expense forecasting models each month to monitor financial health of the organization.
- Oversee BARN program for checkoff collections and remittances.
- Prepare and balance checkoff ledger accounts and bank reconciliations.
- Maintain files for all accounting records.
- Provide information to CPA in preparing annual audits and other financial reports conducted by an outside firm.
- Ready materials such as agenda, minutes, handouts necessary for conducting quarterly meetings for the GBB.
- Actively assist and participate in GBB special events such as Macon Burger Week, Ga National Fair etc.
- Work closely with GBB PR director on setting budget and monitoring expenditures to assure budget is in compliance.
- Keep buyer card supplies stocked and available to markets when needed.
- Oversee educational programming efforts to ensure beef's use in the classroom including developing/procuring materials to provide to students, notifying teachers of grant information, approving and paying reimbursements.
- Oversee materials and promotional item purchasing of Checkoff materials.
- Ensure distribution of materials and promotional items for events including GCA Chapter Beef Month efforts and Educational Field Days across the state.
- Perform other duties as may be assigned by the Executive Vice President.

**Qualifications:**

- Bachelors in accounting or related business field preferred, but equivalent experience in bookkeeping acceptable with a high school diploma, GED or Associates Degree
- Self-starter, Team Player, Organized
- 3-5 years' experience in accounting preferred
- Previous association accounting experience a plus, including work in a multi-company/fund environment
- Outgoing personality
- Proficient in accounting software and general accounting practices

- Willingness to relocate to the Middle Georgia area
- Some travel required
- Eager to learn and apply new knowledge
- Self motivated and responsible
- Initially Part-Time, with the potential to move to Full-Time in the future

**Location:**

Office headquarters located in Macon, GA.

**Reports To:** Executive Vice President

**Salary:**

Salary is negotiable based on experience.

Please send resume and cover letter to GCA Executive Vice President, Dale Sandlin, at [dale@gabeef.org](mailto:dale@gabeef.org) or P O Box 27990, Macon, GA 31221.

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