



Position: Full Time Receptionist/General Office Assistant and Charitable Compliance Coordinator located at the USPC National office in Lexington, KY.

CHARITABLE COMPLIANCE COORDINATOR FUNCTION: Research State filing requirements and maintain database of State charitable registration requirements. Organize, file, track and monitor Club and Region registration activity to ensure compliance with State regulations.

RECEPTIONIST FUNCTION: Answers telephone and welcomes visitors; processes incoming and outgoing mail; maintains office supplies; assists Finance and Administration Director with building administration duties; general office duties; other duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to demonstrate sound judgement and diplomacy in dealing with people and situations, while providing Customer Service at the highest level.
- Be organized with workflow while possessing accuracy and attention to detail.
- Possess excellent written and oral communication skills.
- Possess proficiency with computer skills in Microsoft Office Suite, Website and Database programs, as well as the ability to perform research on the web.
- Equivalent to high school graduation. Some college desirable.

CHARITABLE COMPLIANCE COORDINATOR RESPONSIBILITIES (All on an annual basis):

1. Update and maintain established spreadsheet of State Charitable Registration Requirements
 - a. Research changes in State laws, forms, limits etc.
 - b. Apply changes.
2. File Charitable Registrations for new clubs/regions and process renewals for existing clubs/regions using State specific forms and regulations.
3. Maintain a tracking system for determining registration requirements and compliance.
 - a. Provide assistance to RS, DC and Treasurers on an individual basis.
 - b. Provide forms and information to club and region volunteers.
 - c. Properly file/upload completed registrations.
 - d. Send reminders to club/region leadership as needed.
 - e. Communicate with management when non-compliance exists.
4. Maintain spreadsheet/database of all Clubs/Region USPC Compliance for financial reporting on an annual basis. I.e.: Income Statement, Balance Sheet, IRS 990 forms.

RECEPTIONIST RESPONSIBILITIES:

1. Telephones:

- a. Answers incoming calls and transfers to appropriate staff members.
- b. Assists members with account log-in.
- c. Checks Voice Mail first thing in the morning and other times as deemed necessary.
- 2. Mail and General Administrative Support
 - a. Opens, date stamps, and distributes to appropriate staff according to established procedure.
 - b. Lists all checks received on daily list.
 - c. Copies all checks, giving the checks and a daily list to the bookkeeper.
 - d. Distributes check copies with backup to appropriate staff.
 - e. Checks E-mail several times throughout the day. Responds to and disburses emails accordingly.
 - f. Assists with large mailings as needed.
 - g. Runs postage machine and UPS for all daily mail and shipments. Sees that mail and shipments are properly set out for pick up.
 - h. Processes credit card payments.
 - i. Manages and schedules conference room calendar.
- 3. FAX Machine:
 - a. Distributes received faxes to staff.
 - b. Sends out-going faxes or monitors those sent by others, returning to sender with notation as to status.
- 4. Office Supplies: Periodically inventories office supplies (weekly) and prepares purchase orders for needed supplies.
- 5. Volunteer/Member Assistance
 - a. Assists with general navigation of the Pony Club secure website.
 - b. Assist members and volunteers who call with access and password questions for the database and the website.
 - c. Other projects as assigned

Additional Tasks: Undertakes additional duties as requested by the Director of Finance or Executive Director.

RELATIONSHIPS:

Reports to the Finance and Administration Director and partners with all staff. Must work as a team member with all staff and volunteer leadership.

To Apply: Please email resume and cover letter to mainoffice@ponyclub.org.