



JOB DESCRIPTION

POSITION TITLE: Staff Accountant/Bookkeeper

This is a full-time, in-person position at the USPC National Office, located in Lexington, Kentucky.

FUNCTION:

- Responsible for maintaining accurate and up-to-date financial records while ensuring compliance with established accounting principles and organizational policies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Proven experience in accounting or bookkeeping, degree preferred.
- Proficiency with accounting software systems
- Exceptional attention to detail and accuracy
- Ability to work under pressure and meet deadlines.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suites (Word, Access, Excel, Outlook), Website and Database programs.
- Ability to travel periodically as needed.

RESPONSIBILITIES:

Financial Records Management

- Maintain comprehensive financial records, including bank statements, invoices, reports, and supporting schedules.

Account Receivable

- Post daily receipts and prepare deposits.
- Issue invoices as necessary
- Record daily/monthly journal entries for all incoming payments.
- Upload online payments into the organization's database.

Accounts Payable

- Process daily invoices, ensuring proper approvals and accurate GL coding.
- Generate checks semimonthly or as needed, ensuring proper approvals and mailing.

Monthly Reconciliations

- Perform monthly reconciliations by comparing internal database records with AccountMate reports.
- Complete monthly bank reconciliations

Audit

- Assist the Finance Director in preparing for and responding to external auditor requests.

Financial Statements

- Support the Finance Director in the preparation and review of financial statements.

Sales Tax Compliance

- File Kentucky Sales Tax returns in a timely and accurate manner
- Apply for and file additional Sales Tax returns for out of state events, as needed.

Payroll Administration

- Collect approved timesheets from hourly employees.
- Enter payroll data (hours worked, leave time, etc.) into the payroll processor's portal.
- Print and file required payroll reports.
- Maintain strict confidentiality of payroll information.

Additional Tasks

- Perform other duties as assigned by the Finance Director or the Executive Director.
- Collaborate with the Charitable and Compliance Coordinator to ensure all clubs/regions meet federal and state filing requirements.

RELATIONSHIPS:

- Reports to the Finance and Administration Director. Has occasional contact with the Executive Director, Department Directors, and auditors.

Please email resume and cover letter to Seherzada Faber at bfaber@ponyclub.org.