

Why the United States Hunter Jumper Association?

Are you looking for the perfect combination of your professional skills with your passion for equestrian sport? Then, the USHJA may be the place for you. From administrative services to sports programming, the USHJA is always looking for the best and brightest who have the right attitude and skills to meld into our dynamic workplace. The USHJA is made up of knowledgeable, hardworking, passionate people who love horses, and we are growing! USHJA employees have the unique opportunity to impact the future of the Hunter/Jumper sport directly.

Each year, more than 1,000 US Equestrian-rated and countless other local Hunter/Jumper competitions take place across the country. Each show offers competition for riders of varying skill levels, and each offers Hunter, Jumper and Equitation classes. While Hunter and Jumper classes judge the horse, Equitation classes judge the rider.

As an affiliate of the US Equestrian, with approximately 51k members nationwide, the USHJA's mission is to unify and represent the hunter and jumper disciplines of equestrian sport through education, recognition and sport programs. The Association has a Foundation as well that serves as the charitable arm of the Association.

Additionally, the Kentucky Chamber of Commerce and the Kentucky Society for Human Resource Management named the USHJA one of the top 100 places to work in Kentucky in 2020 through 2024. Combine your passion with a rewarding career at the USHJA!

What are the benefits of USHJA Employment?

- **Amazing Team Members** – As a national organization, the USHJA draws in diverse talent from around the country, and takes pride in hiring innovative and creative minds, helping to shape long-term careers.
- **Paid Time Off to help with a Work Life Balance** – paid time off including, but not limited to, vacation, extended illness, parental leave, military leave, bereavement leave, and pet bereavement leave.
- **Savings Plan** – An employee savings plan with company-matching contributions to help you save for retirement.
- **A Variety of Health Benefits** – Elections for insurance include life, medical, dental, vision, short-term disability, long-term disability, and AFLAC – employee paid insurance.
- **Career Development** - USHJA strongly believes that personal development through education and training is mutually beneficial to its employees. USHJA offers training and educational opportunities, and provides training to all employees that meet state, federal and OSHA requirements.
- **Hybrid work environment** – USHJA offers a structured hybrid work environment.

Job Title: Senior Accountant
Reports To: Controller
FLSA Status: Exempt
Date: September 20, 2024

Summary

The U.S. Hunter Jumper Association (USHJA) is a 51,000-member not-for-profit organization located in Lexington, KY, organized to support the equestrian English riding disciplines of Hunters, Jumpers, and Equitation. The USHJA's mission is to unify and represent equestrian sport's hunter and jumper disciplines through education, recognition, and sports programs.

USHJA is Kentucky's Best Place to Work Awardee and seeks a highly motivated, organized, and team-oriented individual to join the USHJA team.

The Senior Accountant will assist with the proper recording and reporting of financial aspects of the USHJA and the USHJA Foundation and provide assistance to the Controller for financial compliance, financial reporting, and daily accounting tasks.

Essential Duties and Responsibilities include the following:

- **Compliance** – file annual reports with each state registered for business; assist with submission of information to outside accounting firm to complete the 990 tax returns; monitor annual report compliance in all states; apply for sales tax exemption for annual meeting locations and maintain sales tax exemption in applicable states; process and distribute tax letters for donors; assist in managing the day-to-day financial operations ensuring compliance with all laws, regulations, and generally accepted accounting principles.
- **Financial Reporting** - perform quarterly balance sheet and statement of activity reviews to budget and prior year actuals; perform annual program reviews including corresponding with program liaisons to review outstanding items, adjust inventories; record journal entries as needed; assist in preparation of monthly financial statements for USHJA and the USHJA Foundation; prepare ad hoc reports for program liaisons and supervisors.
- **Maintain Accounting Records** – administration of petty cash; administration of collections for multiple sources of revenue; record deposits and expenses for the USHJA Foundation (related organization); reconcile and record deposits between third party software and internal records for donations made through multiple donation platforms; net asset restriction tracking; reconcile memberships; prepare amortization schedules; prepare and record journal entries
- **Audit** – assist with preparation and reconciliation of year-end audit schedules; provide requested information to the external accounting firm; assist with preparation of annual financial statements.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Strong Attention to Detail** – Able to follow detailed procedures and ensure accuracy in documentation and data; concentrate on routine work details; is thorough in accomplishing a task through concern for all areas involved, no matter how small.

- **Planning/Organizing** – Prioritizes and plans work activities; manages multiple priorities in fast paced environment; plans for additional resources and works within assigned budget; meets deadlines; able to work independently. Able to make crucial decisions while performing certain accounting functions.
- **Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; strong written skills.
- **Teamwork** – Balances team and individual responsibilities; gives and welcomes feedback; supports everyone's efforts to succeed.
- **Adaptability** – Able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **Organizational Support** – Able to follow policies and procedures; complete tasks correctly and on-time; support organization's goals and values. Able to demonstrate accuracy and thoroughness. Support and follow managements' direction.

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

Education and/or Experience: Bachelor's degree in Accounting or related field; minimum 6 years of experience in accounting or auditing, preferably for a nonprofit organization.

Computer and Office Machine Skills: Proficient knowledge of Windows operating systems and Microsoft Office Suite, with emphasis on Excel. Ability to effectively utilize the internet for research. Understand basic PC concepts (files, file paths, copying and pasting, deleting and moving files) and common office machinery to include but not limited to adding machine, calculator, telephone, fax, copier, scanner.

Other Requirements: After hours and weekend work may be required for special projects and events.

Certificates, Licenses, Registrations: Possess and maintain a valid driver's license with no restrictions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; is occasionally required to stand; walk; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.