



UNITED STATES DRESSAGE FEDERATION™

USDF Accounting Coordinator

The United States Dressage Federation (USDF), located in Lexington, KY a non-profit equine organization dedicated to the sport of dressage, has an immediate opening for a full time Accounting Coordinator.

This position is responsible for performing and completing all activities related to processing the company's receivables. These duties include preparing daily cash receipts and deposits, maintain customer accounts, account reconciliation, investigate and resolve account irregularities or inquiries, resolve overdue accounts, prepare for month end closings, communicate with customers, establish a strong working relationship with staff in other departments.

Applicants should possess the following qualifications:

- Associates or bachelor's degree in accounting, business, or related field
- One (1) to three (3) years accounting experience
- Strong accounting skills
- Ability to analyze information
- Proficient in Microsoft Office (Excel, Word, and Outlook)
- Detail oriented, accurate and organized

USDF provides an excellent benefits package.

Interested candidates should submit a cover letter, resume and salary requirements to:

Human Resources
United States Dressage Federation, Inc.
4051 Iron Works Parkway
Lexington, KY 40511
Email: hr@usdf.org
Fax: 859.971.7722