



UNITED STATES *Dressage* FEDERATION

Accounts Receivable Coordinator

The United States Dressage Federation, a national non-profit equine organization located at the Kentucky Horse Park in Lexington, KY, has an immediate opening in the Accounting Department for a full-time Accounts Receivable Coordinator.

Applicants for this position must be detail oriented with a proven ability to maintain the highest levels of confidentiality and handle, update and maintain sensitive information in a confidential, timely and professional manner.

The applicant will be responsible for performing and completing all activities related to processing the company's accounts receivables and administration related to inventory reconciliation.

Some of the duties include; generating customer invoices and statements, maintain customer accounts and files, research and resolve customer irregularities or inquiries, resolves all overdue account balances, establish strong working relationship with all internal company departments, communicate with customers via phone and email, prepare daily cash receipts and deposits, general ledger account reconciliation, prepare accounts for month end closing, process incoming mail and prepare reports related to inventory reconciliation.

Skills/Qualifications:

- Attention to detail and accuracy
- Communicate articulately
- Organizational skills
- Problem solving skills
- Proficient in Microsoft Office (Excel, Word, Outlook)
- Knowledge of accounting software applications
- Knowledge of general accounting principles and procedures
- Ability to prioritize
- Work as a team player

Education and Experience

- A BA/ BS degree preferred
- Three (3) to (5) five years of experience in accounts receivables and general accounting

Interested applicants that meet the job qualifications should submit a cover letter, resume and salary requirements to:

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