



The
American
Hanoverian
Society



The
American
Rhineland
Studbook



4067
Iron Works Pkwy
Suite 1
Lexington
KY
40511



859 / 255-4141



Fax 859 / 255-8467



E-Mail:
ahsoffice@hanoverian.org



www.hanoverian.org

The American Hanoverian Society
4067 Iron Works Parkway
Suite 1
Lexington, KY 40511
Office hours 9 - 5:00 Monday – Friday

Bookkeeper/Office and Committee Liaison

The American Hanoverian Society (AHS) has an opening for a full-time Bookkeeper/Committee Liaison. This is an opportunity to be involved with one of America's premier sport horse registries that encompasses both Hanoverian and Rhineland horses. Both studbooks have a deep history of producing top-quality horses for equestrian sport and pleasure. Bring your attention to detail, desire to create efficiencies, and contribution to teamwork to this hybrid role involved with the Hanoverian registries.

The Bookkeeper Role:

1. Processing accounts payable invoices and payment receivables.
2. Balancing and reconciling monthly statements.
3. Properly coding and entering credit card transactions daily within Quick Books.
4. Process daily PayPal transactions.
5. Monthly review of statement activity for correct coding/entries etc.
6. Assist director in annual reviews for audits, taxes, and budgeting purposes.
7. Process all new and renewal membership dues, along with follow-up to members who have not paid required membership dues.

Office and Committee Liaison

1. Office liaison to the Sponsorship, Awards, and Inspection Tour Committees by providing Registry data information, as well as assigned tasks to assist committee functions.
2. Establish and maintain consistent communication with committee chairs.
3. Assist volunteers in the coordination of events and activities.
4. "Pitch in" and assist with tasks as assigned by Director to increase efficiency of office.
5. Receive content from member/office staff to post on social media pages.

The ideal candidate will be an individual with bookkeeping experience, attention to detail, and previous QuickBooks data coding who also enjoys interacting with membership and committee chairs. Passion for sport horses is a plus but not necessary!

Key skills, knowledge, and experience

- Possess strong computer skills including proficiency in Microsoft Office, Google Workspace, and ideally Adobe Acrobat.
- Proficient data entry skills with the ability to carefully enter and verify records.



The
American
Hanoverian
Society



The
American
Rhineland
Studbook



4067
Iron Works Pkwy
Suite 1
Lexington
KY
40511



859 / 255-4141



Fax 859 / 255-8467



E-Mail:
ahsoffice@hanoverian.org



www.hanoverian.org

- Familiarity with posting content on Facebook.
- Excellent organization, attention to detail, and interpersonal skills.
- Ability to communicate in writing and over the phone.
- Previous equestrian experience a plus.

Physical Demands:

- Ability to sit and concentrate for long periods of time.

Work Schedule:

This position is full-time (*approximately 40 hours per week*) in the Lexington, KY office, located in the Kentucky Horse Park.

Reports Directly To:

AHS Director, and accountable to the AHS BOD Treasurer.

Compensation and Benefits:

Compensation of \$17.00- \$18.00 per hour depending on experience

Health Insurance

Vacation time, Sick leave, Paid Holidays

Simple IRA plan - with up to a 3% company match

Send resume to Nancy Connolly at Nancy@insignipartners.com.