# JOB DESCRIPTION

Title: Office Registrar

Reports to Executive Director

**DUTIES**

**Accounting- Bookkeeping**- Maintain cash receipt journals based on payments received via credit card and checks daily. Balancing cash journals to tie in with bank deposits.

**Data Entry-** Maintain FHANA database in conjunction with the KFPS database.- Updating and maintaining the horse data files, which includes: imports, transfers, birth announcements and any other data update changes regarding the Friesian horses under the auspices of the FHANA registry.

**Reception/phones**: Answer phone calls/and or return messages on a daily basis.

**Emails**: Answer on a daily basis.

**Member Service**: Providing Research for members such as: locating papers on horses that are imported. Contact buyers and sellers for information when needed to complete a transaction. Making changes in members’ database files, mailing items to members such as labels, magazines, Breeders list, brochures, exhibit kits, on request. Research status of transactions between FHANA, members and FPS in relation to obtaining papers in official manner. Provide information to members such as fees, protocols for procedures.

DNA- maintains testing procedures as well as other DNA testing requirements such as issuance of chip packs and rentals of chip readers.

**Horse Papers**: Record all transfers and registrations, imports into the database, prepare papers with new owners and mail on a weekly basis to members. Process and enter all births from breeding certificates. Fax all breeding reports to the FPS for them to make a birth acknowledgement form for all foals born. Research any discrepancies on owners, payments, and/or procedures in process.

**Meetings**: Weekly report on financials and any issues regarding horse registration to Executive Director.

**Other Duties**: Maintain office equipment, and physical files in reference to duties assigned. Represent FHANA in a professional manner.

# BENEFITS:

As per the employee Handbook.

**Medical:** You will be provided with a medical insurance plan. See Policy Coverage Documents for specific plan coverage.

**Review:** Your performance will be reviewed in writing by the Executive Director, using the job description as an evaluation tool, ninety(90) days from the date of your employment, one (1) year from the date of your employment, and then annually thereafter.

Resumes should be submitted to:

Jason Tice-Executive Director at jtice@fhana.com or

Friesian Horse Association of North America

4037 Iron Works Parkway, Suite 160

Lexington, KY 40511