

Treasurer – Appaloosa Horse Club

Appaloosa Horse Club
2720 West Pullman Road, Moscow, ID 83843

Email your resume to ceo@appaloosa.com to apply.

Job details

Job Type
Full-time

Job Description

The Treasurer shall keep or cause to be kept correct and complete records of accounts showing the financial condition and results of operations of the Appaloosa Horse Club, shall be responsible for the preparation of an annual budget and shall report thereon to the Board of Directors of the Appaloosa Horse Club. The Treasurer shall be the legal custodian of all monies, notes, securities and other valuables which may from time to time come into the possession of the Appaloosa Horse Club. The Treasurer shall deposit all funds of the Appaloosa Horse Club coming into the Treasurer's hands in depositories to be designated by the Board of Directors. The Treasurer shall perform such other duties as may from time to time be prescribed by the Board of Directors.

QUALIFICATIONS

Bachelor's degree in accounting or equivalent experience

Experience in Accounting practices

Proficient with Microsoft Word, Excel and Quick Books

Demonstrates strong Organizational skills and a High Level of Professionalism

Must pass a background check.

ENTRY LEVEL: NO

FULL TIME: YES

REMOTE: NO

LOCATION: 2720 West Pullman Road, Moscow, Idaho 83843

SALARY/BENEFITS

The salary for the Treasurer is negotiable and commensurate with experience.

Benefits as described in the Employee Handbook.

RESPONSIBILITIES INCLUDE

Verifying of PO's to Vendor Invoices

Prepare reconciliation – regular checking account

Maintain Accounts Receivable Subsidiary Ledger

Process Delinquent Account Letters

Maintain Schedule of Past Due Accounts

Maintain NSF Account

Process NSF Warning Letters and Suspensions

Maintain Sales Tax Payable Ledger

Balance Subsidiary Ledgers to General Ledger

Prepare Standard Journal Entries

Prepare Adjusting Journal Entries

Prepare Trial Balance

PAYROLL AND COMPLIANCE REPORTING

Prepare Payroll for submission.

Schedule Payroll Taxes

Maintain Vacation, Sick and Leave Balances

Other Reports as required.

FINANCIAL REPORTING AND RELATED ACTIVITIES

Attend and present financials to Finance Committee

Attend and present financials to the Board of Directors

MEMBERSHIP AND SHOW ACTIVITIES

Prepare membership and subscriptions worksheet

Verify and prepare refund checks and bank card credits

Compute premiums for show events and prepare checks

Verify travel vouchers for accuracy

ApHC National Show accounting activities

ApHC World Show accounting activities

Chief Joseph Trail Ride accounting activities

PERSONNEL

Prepare and Audit Employee Insurance

Enroll New Employees in Insurance

Notify Insurance Company of Employee Additions and Terminations

Administer HIPPA notifications to Employees

Any other duties as assigned

The Treasurer also assists with:

BOOKEEPING AND ACCOUNTING

Maintaining depreciation schedules

Maintaining property schedules

Maintaining Subsidiary Ledger for Inventory

Maintaining Subsidiary Ledger for Prepaid Assets

Maintaining Subsidiary Ledger for Assets Held in Trust

FINANCIAL REPORTING AND RELATED ACTIVITIES

Preparing Cash Flow Reports

Preparing Financial Reports for Board of Directors

Preparing Annual Budget by Month

Preparing Budget Modification

Preparing financial statements

Preparing Audit and Review Work papers

Liaison to Independent Auditor/reviewer

Any other duties as assigned