



Career Opportunity Description

Position:	Accounting Coordinator
Date:	April 3, 2024
Reports To:	Sr. Director of Accounting
Organizational Unit:	Accounting
Pay Grade:	Based on Experience
Hours per Week:	40 Hours
Shift/Hours/Days:	8am – 5pm / Monday through Friday, Potential for Some Weekends and Holidays
Position Start Date:	TBD
Benefits Include:	Health, Vision, Dental Insurance, Simple IRA, Paid Time Off & Holidays

Job Description:

Responsible for performing both external and internal research requests and communicating back to the customer the completed research or resolution for accounting services. Process and manage issuance of accounting statements, past due notices, and suspension letters. Process customer credit payments. Assist Sr. Director with account reconciliations and owned-event accounting procedures. Cross train for other departmental positions.

Education & Experience:

Education:	College degree preferred
Experience:	3-5 years preferred
Qualifications:	<ul style="list-style-type: none"> • Strong customer service, interpersonal and communication, both verbal and written, skills are crucial. • Working knowledge of Microsoft Office required. Including mid to high level of knowledge in Excel. • Mid to high level of knowledge of Microsoft Great Plains Dynamics preferred. • Multi-tasking skills and ability to organize workload are essential. • Ability and desire to learn multiple specific tasks to assist in equalizing seasonal workload across multiple positions. • Can thrive in an environment of changing daily tasks based on member needs and demands.

	<ul style="list-style-type: none"> • The person in this position needs to often move about the office to access file cabinets, office machinery, prepare items for mailing, etc. May need to lift or move items not to exceed 50 pounds. • Desire for upward mobility in the department, including ascending to Sr. Director of Accounting position. • Job is based in Oklahoma City, Oklahoma.
--	--

Major Responsibilities:

- Respond to member and internal customer questions regarding accounting related matters. Perform research as needed and communicate back to the customer the completed research or resolution in a timely manner, preferably within 2 business days or less.
- On a monthly basis, process and manage issuance of accounting statements, past due notices, and suspension letters.
- Contact customers with past-due balances to assist with payment.
- Process credit card payments over the phone for outstanding NRHA invoices in the accounting system. Assist with auditing the ReinerSuite Shopping Cart for unpaid transactions.
- Assist Sr. Director of Accounting with account reconciliations and other month/year-end closing procedures.
- Assist with preparation of accounting information for NRHA owned events, including payouts and Form W9 management.
- Cross-train on Accounts Payable, invoicing, and batch processing.
- Process credit card refunds.
- Work with Membership & Show Services Department to become proficient in ReinerSuite to properly research, trouble-shoot and complete accounting transactions.
- Be aware of potential processing improvements and potential problems that are developing and communicate those items to management.
- Other duties as assigned.

**Resumes can be sent to:
National Reining Horse Association
Attn: Chris Mossman
cmossman@nrha.com**