

# **Central Kentucky Riding for Hope, Inc.**

## **Therapeutic Riding Center**

### **Job Description**

**Job Title:** Administrative Assistant  
**Reports to:** Executive Director  
**Hours:** 18 Hours/week

#### **Overview:**

The Administrative Assistant is responsible for maintaining office records, general accounting duties, payroll, bank deposits, and necessary support during fundraising events.

#### **Scope of Responsibility:**

This position provides latitude for independent judgment and works closely with the Executive Director.

#### **Typical Job Duties:**

##### **Accounting Duties**

- Record donation checks and make bank deposits for the operating account.
- Record all transactions in Quick Books, balance bank accounts (checking, capital, savings, and petty cash)
- Produce needed reports for all accounts as needed.
- Payroll Solutions responsibilities including collecting hours from part-time staff, submit paychecks, send direct deposits, print and distribute paystubs.
- Create QB Backup and send to CKRH Treasurer.
- File KY Annual Report and pay license fee.
- File Charitable Gaming report when needed.
- Works with the Board Treasurer and Executive Director to prepare the yearly budget.
- Monthly bank reconciliations, prepared in a timely manner for Board Treasurer's report.
- Assists with compliance of budgetary constraints; helps propose adjustments when necessary.
- Works with independent auditor in an audit year, assembles materials and collects data.
- Works with KEMI to provide information for related audits.
- Order supplies as needed or when requested.

##### **Special Events and Projects**

- Track payments from clients and maintain balance records.
- Assist the Executive Director in maintaining financial records for CKRH fundraising events, including sponsors, donors, ticket sales and purchases.
- Responsibility for reporting table sales for NIGHT OF THE STARS and assign seating.
- Provide Administrative and Sponsor support as requested.
- Check-In Responsibilities at NIGHT OF THE STARS.
- Check-Out at the Tack Sale
- Assisting at the Paul Frazer Horse Show running judges scores to scoring location.
- Other general duties as they arise

##### **Administrative Duties**

- Assist Executive Director with Insurance Maintenance.
- Provide limited computer assistance.
- Provide any needed assistance to Resource Development, Program Director and Executive Director.
- Run general program errands.
- Order supplies as needed or requested.
- Maintain postage meter.
- Maintain supplies for copy machine,

## **DESIRED QUALIFICATIONS**

**Education:** Degree in related field (or a minimum of two years' work experience) preferred.

**Experience and Knowledge:** Minimum two years bookkeeping experience.

Strong computer knowledge. Demonstrated ability in the application of general accounting principles.

Working knowledge of general office procedures.

**Skills and Ability:** Strong computer skills, including working knowledge of Word, Excel and Mail Merge Procedures. Extensive experience with Quick Books. Some with Sales Force or comparable data base software. Ability to work with a wide range of volunteers and personnel. Attention to detail a must.