ROOD RIDDLE
LEXINGTON SARATOGA WELLINGTON

Accountant– Full-Time

Rood & Riddle Equine Hospital is a widely recognized, world renowned equine hospital. Our mission is to provide expertise for our patients in a caring, professional and ethical manner that creates value for the entire equine community. Behind every patient, we have several teams who make it all run smoothly, and that includes our accounting department. This is a chance to play a vital role to bring precision and insight to the numbers that keep our mission moving forward. As a vital part of our operations, this position is on-site at our Lexington, KY location. Due to the nature of our work and the need for close collaboration with clinical teams, remote work is not offered for this role.

Primary Duties

- Ensure compliance with RREH company policies including the expense reimburse, purchasing, and continuing education policies
- Prepare/Serve as backup for billing statements at the end of each month.
- Record/Serve as backup for daily deposits and perform end-of-day procedures
- Support 1099 activities for all Rood & Riddle entities
- Manage and pay veterinary and employee dues, memberships, licenses, and subscriptions for various organizations/entities for vets
- Record Inter-Company transactions
- Update monthly data for outside lab fees and mileage/fuel tracking by Veterinarian
- Maintain spreadsheet for continuing education by Veterinarian
- Process employee expense reimbursements
- Corporate Credit Card Coding & Maintenance
- Assist with annual audits / reviews
- Serve as a backup for other positions in the accounting department
- Work on research projects for Management as needed
- Perform other duties as required

Requirements

Physical: Ability to lift up to 20lbs.

Education: Bachelor's or Associates degree in Accounting; will consider equivalent experience in accounting.

Work Experience: Minimum of 2 years in accounting.

Skills/Credentials:

- Proficiency in Microsoft Excel and other computer functions

- Strong mathematical and analytical skills
- Knowledge of accounting business processes (accounts receivable, accounts payable, inventory) and able to apply accounting principles
- Ability to solve problems, make timely and sound decisions
- Ability to positively engage with staff throughout the company as well as external customers/vendors
- Ability to multitask, prioritize tasks, and take initiative on tasks without being asked
- Ability to anticipate and prevent problems; define problems; overcome obstacles; generate alternative solutions; initiate and participate in group problem solving efforts
- Handles day-to-day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; demonstrates flexibility
- Speaks clearly and expresses self well in groups and in one-to-one conversations
- Conveys operating procedures and tasks clearly and effectively through both formal and informal documents.
- Works well in a team environment; able to work together to meet common goals and deadlines.

Skills *Preferred*

- Experience within the equine and/or veterinary industries not required, but *highly* preferred
- Experience with Concur, Microsoft Dynamics Great Plains and/or TrinDocs not required, but preferred

Schedule

- Monday through Friday

Benefits

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) after one year
- 401(k) matching after one year
- Vacation, sick, personal, and holiday time
- Employee discounts

Please express your interest in our open Accountant position by providing your most current resume and cover letter to HR@roodandriddle.com.