



Job Title: Bookkeeper and Member Services

Organization: American Hanoverian Society

Location: In-person position at Kentucky Horse Park, Lexington, KY

Position Type: Full-Time

About Us

The American Hanoverian Society (AHS) is a nationally recognized equine breed registry that administers three studbooks dedicated to the development and promotion of the Hanoverian and Rhineland horses, and the American Hanoverian Riding Pony in North America. With a strong commitment to excellence, integrity, and service to our members, AHS supports breeders, owners, and competitors through registration services, inspections, awards programs, and educational initiatives.

Position Summary

The American Hanoverian Society is seeking a detail-oriented and dependable Bookkeeper and Administrator to join our professional team. This full-time position plays a vital role in maintaining the financial integrity and daily accounting operations of the organization. The ideal candidate will be organized, proactive, and comfortable managing multiple responsibilities in a member-focused environment. Preference to candidates with an equestrian background.

Key Responsibilities

- Manage accounts payable and accounts receivable
- Process deposits and reconcile bank and credit card statements
- Maintain general ledger and ensure accurate financial records
- Prepare monthly financial reports and assist with year-end reporting
- Support annual budgeting process
- Assist with audit preparation and compliance requirements
- Manage event-related financial tracking
- Oversee membership renewals and develop initiatives to drive membership growth
- Support the annual Awards Program
- Provide financial support to the Director and Board as needed

Qualifications

- Minimum 3–5 years of bookkeeping or accounting experience
- Proficiency in QuickBooks (or comparable accounting software)
- Strong knowledge of standard accounting principles
- High level of accuracy and attention to detail
- Excellent organizational and time-management skills
- Ability to maintain confidentiality and professionalism
- Nonprofit experience a plus

Compensation & Benefits

- Starting pay \$20/hour depending on experience
- Paid Time Off (9 holidays, 5 paid sick days and 10 personal days – prorated for 2026)
- Health Insurance (AHS pays 75% of premium)
- Retirement plan with employer match up to 3%
- Hourly non-exempt position

How to Apply

Qualified candidates are invited to submit a resume and cover letter outlining your relevant experience to ahsoffice@hanoverian.org.

Join a respected national organization dedicated to excellence in sport horse breeding and be a member of a team that values professionalism, service, and integrity.