



Operations Support Specialist

Job Purpose:

To maintain accurate accounting records for all collections and receivables. To oversee and implement an appropriate purchasing system that performs all aspects of purchasing and front office support for the Virginia Horse Center Foundation. To assist the Chief Development Officer with donor acknowledgement. To serve as administrative contact for the Board of Directors. To assist the Chief Executive Officer with any VHCF task or responsibility.

Status:

Non-exempt / Full-time position

Direct Report:

CEO and Director of Finance, Human Resources, Information Technology

Minimum Skills:

Knowledge of Generally Accepted Accounting Principles
Knowledge of purchasing policies and procedures
Knowledge of QuickBooks or other computer-based accounting system
Proficient in the application of Microsoft Suite
Excellent communication skills
Strong organization skills
Ability to work in a team environment

Required Education and Experience:

- College Degree preferably a Business or Accounting major
- Experience handling confidential information
- Computer proficiency required with experience using Microsoft Office, Internet, and QuickBooks (Strong Microsoft Excel skills desired)
- Minimum two years' experience in payment processing, accounts receivable, and purchasing in an office situation

Key Areas of Responsibility – Accounts Receivable

- Reconcile QuickBooks with Donor Perfect. Researching in Donor Perfect if there are any discrepancies



- Enter cash receipts in QuickBooks
- Run reports from owned-shows credit card processors to determine the appropriate show for recordation
- Run Square reports, reconcile, and enter credit card deposits/taxes/fees/tips per report
- Enter catering/food invoices in QuickBooks
- Keep track of all catering sales and statistics.
- Enter invoices for show bills, facility sponsors, customers, etc. in QuickBooks
- Serve as backup for Accounts Payable

Key Areas of Responsibility – Board Support

- Manage board contact list – to include terms and expiration dates
- Six weeks prior – send out Board meeting save the dates
- Two weeks prior – send out invitations and collect RSVP responses
- One week prior – send out packets
- Request bios from nominees
- Ensure that the room is set up for the Board meeting, including that audio/visual is properly functioning and that handouts are ready
- Run Zoom component of Board meetings
- Coordinate Board lunches
- Produce Board minutes
- Maintain corporate records and board meeting minutes.

Key Areas of Responsibility – Purchasing

- Develop and follow Purchasing Policies and Procedures
- Implement a purchase order management system
- Determine product availability, perform comparative pricing, confirm the quality of products, and establish delivery timelines
- Identify and resolve issues related to product quality, pricing, delivery, and loss
- Maintain a database of product and current pricing

Key Areas of Responsibility – Development Support

- Print thank you letters and envelopes from mail merge produced by the development team
- Mail thank you letters once they are signed

Key Areas of Responsibility – Executive Support

- Help CEO with show contracts including responsibility for getting insurance certificates for all non-owned shows
- New business
 - Apply for competition licenses with USEF and USHJA with CEO and Controller's assistance.
 - Perform new business research
- Old business - tracking in Excel to include horse show information, including attendance, money spent etc.

- Basecamp – tracking to include organizational, schedule oversight and maintenance logs.

Key Areas of Responsibility – Other

- Assure that all required licensing and documentation is executed with the appropriate governing body for equestrian events owned by the VHC
- Work with members of the Horse Center’s staff and/or outside contractors on the education, health, and well-being of the Center.
- Assist CEO with annual budget priorities.
- Maintain a safe working environment within and around areas associated with employee work environment.
- Participate in safety training and comply with safety rules, regulations, and protocols.
- Perform additional duties and assist with special projects as assigned or when needed, including Investigations, BMX cash worksheet, MADFest sponsor contract generation, community service program, electronic filings, making flyers for events, and working F&B for different shows.

Virginia Horse Center Foundation actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee, or applicant because of race, age, sex, color, sexual orientation, gender identification or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, military or veteran status, domestic violence victim status, criminal conviction status, political affiliation or any other characteristic protected by applicable law. Protected veterans, minorities and women are encouraged to apply.

No job description or statement of job purpose is meant to be all encompassing. As it is not possible to outline every potential task, candidates accepting employment with the VHCF are aware that responsibilities may increase at times, based on the needs of their department and/or events taking place at the Center.

By signing below, I acknowledge receipt and review of this Overview of Responsibilities and that as an employee of the Virginia Horse Center Foundation (VHCF), I understand and agree to the terms stated above.