



## Ohio Harness Horsemen's Association

2237 Sonora Drive  
Grove City, Ohio 43123  
800-353-6442 or 614-221-3650  
Fax 614-221-8726  
www.ohha.com

### **Job Description- Accountant**

The position will be a full-time, at will position, have primary responsibility for the Association's financial transactions and creating financial reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The accountant also reconciles accounts to ensure their accuracy. Is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, budgets, forecasting, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

### **Qualifications:**

1. A high degree of proficiency and knowledge of bookkeeping and generally accepted accounting principles.
2. Excellent verbal and written communication skills. Should have experience in working with a Board and executive team.
3. A 4-year degree in Accounting, Finance or in related field, or equivalent work experience. Candidates with an MBA in Finance or the Certified Public Accountant or Certified Management Accountant designations preferred. 5+ years of progressively responsible experience for a major company or non-profit corporation.
4. Computer skills to include competent proficiency in all MS Office Products, Horizon Bookkeeping Software, and Intuit's Quick Books Pro Accounting packages.
5. Ability to work well with others and to be a self-starter. Gaming, Racino, and Racing experience preferred.
6. There may be some in-state travel. The balance of your time will be spent in the Grove City office.

### **Job Duties:**

- Tag and monitor fixed assets
- Pay supplier invoices in a timely manner. Take all reasonable discounts on supplier invoices
- Pay any debt as it comes due for payment. Monitor debt levels and compliance with debt covenants.
- Issue invoices to customers
- Collect sales taxes from customers and remit them to the government
- Ensure that receivables are collected promptly
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of all financial accounts
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Issue financial statements
- Provide information to the external accountant who creates the company's financial statements and files taxes.
- Assemble information for external auditors for the annual audit. Maintain relations with external auditors and investigate and present their findings and recommendations.
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Calculate variances from the budget and report significant issues to management
- Comply with local, state, and federal government reporting requirements
- Knowledge of Ohio Horse Racing, including applicable Ohio Revised Code, Ohio Administrative Code, and Ohio State Racing Commission Rules related to standardbred racing
- Process payroll in a timely manner
- Provide clerical and administrative support to management as requested
- Assist in formulating the company's future direction and supporting tactical initiatives
- Report financial results to the board of directors
- Monitor and direct the implementation of strategic business plans
- Develop financial and tax strategies
- Ensure that the company complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies
- Perform the functions of a Horsemen's Bookkeeper by distributing purse money and commission for the pari-mutuel races.
- Attend Committee and Board Meetings for the Association.
- Report risk issues to the Executive Director
- Assist the OHHA Office or Executive Director in any other tasks as needed.

Please send resume, including salary requirements to, [rmancino@ohha.com](mailto:rmancino@ohha.com) incomplete resumes or resumes submitted without salary requirements will be discarded and not considered.