

# Financial Administrator

**Organization:** The Harness Racing Museum & Hall of Fame

**Location:** Goshen, NY

**Reports to:** Executive Director

## Position Summary

The Harness Racing Museum & Hall of Fame seeks a dynamic, hands-on **Administrator** to oversee the fiscal health and operational integrity of our \$1M non-profit organization. Reporting directly to the executive director, this role is responsible for the precision of all accounting functions, budget management, human resources for 8 staff members and the oversight of affiliated entities. The ideal candidate is an experienced accountant with a deep understanding of GAAP and a passion for museum excellence.

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## Core Responsibilities

### Financial Leadership & Management

- **Fiscal Oversight:** Lead all day-to-day accounting activities, including accounts payable/receivable, cash disbursements, bank reconciliations and general ledger maintenance.
- **Reporting & Analysis:** Develop and issue timely monthly financial records for the President, Treasurer, and CEO. Provide sophisticated analysis for capital expenditures, retail operations and special projects.
- **Budgeting & Planning:** Provide direct fiscal planning support to the CEO; manage the annual \$1M budget and provide accurate cash-flow projections.
- **Audit & Compliance:** Serve as the primary liaison for the annual outside audit; prepare all necessary schedules and ensure timely tax filings across all departments.

### Human Resources

- **Payroll & Benefits:** Execute bimonthly payroll and manage 403(b) contributions and compliance.
- **Personnel Management:** Maintain all physical and digital personnel files; oversee human resource protocols for 8 employees.
- **Purchasing & Inventory:** Manage a cost-effective accounts payable program for all goods and services.

## Affiliate & Departmental Oversight

- **Retail Management:** Provide leadership to the Museum's retail department and lead sales associate, ensuring POS and inventory integrity.
  - **Special Projects:** Provide administrative and bookkeeping support for the Special Activities Department and the Delvin Miller Amateur Drivers Association.
  - **Executive Support:** In the absence of the CEO, make day-to-day operational decisions in consultation with the Operations Manager.
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## Qualifications

- **Education:** BS in Accounting; thorough understanding of GAAP.
- **Experience:** 4+ years of professional accounting experience, ideally in the non-profit sector.
- **Technical Skills: Expert proficiency in QuickBooks, Excel and Word is mandatory.** Experience with POS systems and basic PC troubleshooting is a significant asset.
- **Attributes:** Analytical mindset with extreme attention to detail; ability to maintain complete confidentiality and exercise mature judgment.
- **Communication:** Strong verbal and written skills to effectively interface with trustees, donors and vendors.

## Working Conditions

- **Schedule:** Full-time on-site in Goshen, New York; 40 hours per week (Monday–Friday, 9 a.m. – 5 p.m.).
- **Requirement:** Presence is mandatory during the first weekend in July (Hall of Fame Weekend).
- **Background:** Mandatory credit and background checks required for final candidates.

**Interested applicants should submit a cover letter and resume to the Executive Director at [director@harnessmuseum.com](mailto:director@harnessmuseum.com).**

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