

Oklahoma Quarter Horse Association

Executive Secretary

Position Description

The Oklahoma Quarter Horse Association, a nonprofit membership association headquartered in the Bethany, OK, seeks a dynamic leader to serve as the Executive Secretary of the organization.

GENERAL OVERVIEW

The Executive Secretary, a salaried employee hired with the advice and consent of the Board of Directors, shall be the Corporate Secretary, the custodian of the corporate seal and authorized to attest all legal documents as may be required; shall keep minutes of all meetings of members, Board of Directors and Executive Committee, and shall be responsible for the safekeeping of all documents and records of the Association. The Executive Secretary shall collect all monies due the Association, deposit all such monies in financial institutions designated and approved by the Board of Directors, and disburse the same only on receipt of properly documented authority in accordance with procedures approved by the Board of Directors. In conjunction with the CPA contracted with the Association, the Executive Secretary shall see that financial statements are submitted at all meetings of the Board of Directors, and that a full disclosure of all receipts and disbursements is made to the annual meeting of the Membership. In addition the Executive Secretary shall perform all other duties as may be assigned by the Board of Directors.

KEY ACCOUNTABILITIES

- Must be able to work independently, multi-task and prioritize work according to seasonal demand
- Normal business hours of OQHA are 9-5 M-F outside of State and Federal Holidays
- Clear, timely and accurate communication with OQHA staff, customers and OQHA Board of Directors
- Be primary liaison between OQHA and American Quarter Horse Association.
- Prepare and send notices as required (electronic or otherwise) for all meetings of the OQHA General Membership, Board of Directors, and Executive Committee
- Maintain up-to-date point standings for OQHA state champions
- Support activities tied to OQHA Annual Convention and Hall of Fame

MINIMUM QUALIFICATIONS

- A high school diploma or a General Equivalency Diploma (GED).
- Must be able to work independently, multi-task and to prioritize work requests.
- Experience with QuickBooks, Microsoft Suite of products INCLUDING Microsoft Access, Website maintenance/updating
- Proficient at various social media platforms including engaging content development, site management and administrative requirements.
- Proficient in communicating at all levels in both oral and written form in a competent and professional manner.
- Passion for equine industry with desire to support large equine events coordinated by OQHA. Horse and AQHA industry understanding is a critical skill for this role.
- Will be required to be present in OQHA offices daily for the 30 days prior to and through three key events for OQHA 1) Redbud Spectacular (annually early June) 2) OQHA Spring Shows (March/April) and 3) OQHA Convention (January).
 - Outside of these 3 periods, work can be done remotely as long as phones/emails are answered promptly M-F 9 AM to 5 PM, regular OQHA business is maintained and conducted in a timely manner and office is checked 1x per week for maintenance needs, shipping and receiving and other general office duties.

OKLAHOMA QUARTER HORSE ASSOCIATION

5506 N Rockwell Avenue * Bethany OK 73008 * 405.440.0694 Fax: 405.440.0649

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PREFERRED QUALIFICATIONS

- Associates or Bachelors degree in related field or equivalent experience
- Two (2) years of work experience in an administrative capacity.
- Understanding of General Accounting Principles including accounts payable, receivables, budgeting and expense tracking.
- Ability to drive change, work with people and influence decision making across various stakeholders of OQHA

Interested candidates should forward resume and supporting documents to the OQHA Candidate Selection Committee, C/O OQHA PRESIDENT LEONARD BERRYHILL, 5421 S 4110 ROAD, TALALA, OK 74080, Mobile: (918) 605-7434, Email: bhillqh@aol.com

All submittals will be kept strictly confidential. Salary commensurate with experience;