

Montana Cutting Horse Association
Secretary/Treasurer
Independent Contractor

Job Responsibilities:

- General Accounting – QuickBooks Knowledge is a MUST
- Prepare financial info for the Board & Membership
- Coordinate bank deposits
- Accounts Payable
 - Receiving all mail
 - Paying all bills
- Meeting scheduling and minutes
- Liaison between Membership & the Board (responding to calls & emails)
- Membership updates
- Sponsorship updates
- Send “Thank You” Cards to all sponsors when their check is received
- Year end: 1099’s, Tax info to Accountant
- New Year: Update Faster Cut, Update with Secretary of State, NCHA Affiliate Dues
- Work with Big Sky Web Designs to update the website
- Update Facebook
- Keep track of MCHA standings
- Input show results – Affiliate shows
- E-Blasts through Constant Contact
- Responsible for storing the past MCHA records
- Utilize most current version of QuickBooks
- Must have the personal equipment and supplies to complete the above-mentioned duties
- MCHA will provide postage and items specific to the Association such as letterhead and envelopes