



POSITION ANNOUNCEMENT & DESCRIPTION
AMERICAN JERSEY CATTLE ASSOCIATION ~ NATIONAL ALL-JERSEY INC.
6486 E. Main St., Reynoldsburg, OH 43068 ~ www.USJersey.com

Title: Treasurer & HR Manager of the American Jersey Cattle Association and National All-Jersey Inc.

Objective: Serves in a key management role responsible for oversight of the American Jersey Cattle Association (AJCA) and National All-Jersey Inc. (NAJ) financial management, human resource administration. This position ensures financial integrity, regulatory compliance, efficient HR practices and smooth administrative functioning to support the USJersey organizations' missions and strategic goals. This position is nominated by the Executive Secretary and appointed by the AJCA Board of Directors and serves as an officer to the AJCA & NAJ Boards of Directors.

Location: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio

Reports to: Executive Secretary & AJCA-NAJ Boards of Directors

Responsibilities

Financial Strategy and Management (Treasurer)

- Oversee all financial operations, including budgeting, forecasting and financial planning
- Maintain accurate financial records and accounting systems
- Prepare monthly and annual financial reports for management and Boards of Directors
- Coordinate and prepare information for annual audits, annual reviews and tax filings
- Manage and actively involved in accounts payable, accounts receivable, payroll, general ledger and cash flow and forecasting
- Ensure compliance with federal, state and local financial regulations
- Monitor and review investments, banking relationship and financial risk management
- Develop and recommend financial policies, internal controls, and services and fee structure
- Advise the Boards on financial policies and financial risks and assist Boards in making sound financial decisions
- Support logistics for annual meetings, board meetings and various committee meetings
- Manage accounting personnel

Human Resources

- Manage and administer payroll and employee benefits
- Maintain personnel files and ensure compliance with employment regulations
- Support onboarding and offboarding
- Implement and maintain employee handbook and HR policies

- Serve as confidential advisor with the Executive Secretary on employee relations matters
- Coordinate performance review processes
- Support leadership with professional development and staff development
- Promote a positive organizational culture and inclusive environment

Key Qualifications:

- Associate or Bachelor's degree in accounting
- 5+ years of experience in financial management, accounting and budgeting in nonprofit organizations
- Demonstrated experience in finance, HR administration, and office management
- Strong knowledge of accounting principles and employment law
- Proficiency in accounting software and HR/payroll systems
- Excellent organizational, analytical and communication skills
- Experience preparing and presenting financial reports for a Board of Directors
- Familiarity with membership-based revenue models
- High level of integrity, discretion, and professionalism
- Experience managing audits and reviews
- Strategic but practical problem-solving
- Experience collaborating with remote employees

Working Conditions: A full-time position involving frequent contact and communications with directors, staff, breeders and third-party vendors/contractors. Some travel is required. Occasional evenings, weekends, and/or holidays are required to carry out responsibilities.

This Position Description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other reasonable instructions and to perform any other duties requested by the AJCA or NAJ Boards of Directors

About us: The American Jersey Cattle Association (AJCA) is the oldest dairy breed association in the United States, formed in 1868 and incorporated in 1880. The role of the organization is to improve and promote the breed of Jersey cattle in the United States and to maintain such records and activities as the Association deems necessary or conducive to the best interests of the breeders of Jersey cattle. Over 140,000 cows in 1,000 herds are enrolled in AJCA programs.

National All-Jersey Inc. (NAJ) and its wholly owned subsidiary All-Jersey Sales Corporation (AJSC), promotes Jersey cattle, milk, and dairy products. AJCA and NAJ are governed by their respective boards of directors. The policies, programs, and services of the USJersey organizations are carried out by a joint staff under the direction of the CEO.