

Full-time Office Position (Part-time will be considered)

Walnut Hall Farm is seeking a dependable and dedicated full-time office position.

Understanding Equine thoroughbred environment, horse sales and farm knowledge is recommended for job position.

Schedule

- Full-time: Monday through Friday
- Office hours: 9:00am – 5:00pm

Responsibilities

- Daily operations within office and farm environment
- Excellent computer skills with Microsoft Word and Excel
- Strong knowledge of accounting principles helpful
- Manage Accounts Payable and Accounts Receivable – QuickBooks knowledge helpful.
- Process Payroll and reports through QuickBooks.
- Processing deposits and reconciling bank and credit card statements
- Maintain general ledger and create financial reports through QuickBooks.
- Strong organization and communication skills
- Manage confidentially farm and client information.
- Assist with data entry and monthly billing of horse records in Horse Farm Manager program. Processing Equine sales paperwork. Training will be available for these entities.

Compensation & Benefits

- Hourly or Salary – commensurate with experience.
- Health Insurance available
- Paid Time Off

Please submit resume and cover letter with experience to office@walnuthallfarm.com