

Full-time Office Position

Walnut Hall Farm is seeking a dependable and dedicated full-time Office Assistant.

Experience in QuickBooks accounting program is required. Farm and horse knowledge is recommended for job position.

Schedule

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

Responsibilities

- Manage Accounts Payable and Accounts Receivable through QuickBooks program
- Process Payroll and reports through QuickBooks.
- Maintain general ledger and create financial reports through QuickBooks.
- Assist with daily operations within office and farm environment
- Excellent computer skills with Microsoft Word and Excel
- Processing deposits and reconciling bank and credit card statements
- Strong organization and communication skills
- Manage confidentially farm and client information.

Compensation & Benefits

- Hourly or Salary – commensurate with experience.
- Health Insurance available. 50% of employee rate is covered by employer-on-employer policy.
- Paid Time Off

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