

Bookkeeper/Office assistant needed for Veterinary Clinic

Animals in Motion is seeking a part-time bookkeeper/office assistant. Must be able to use a Mac, Quickbooks and Excel. Depending upon the person and their time/abilities this position could develop into a full time position. No set hours per week required as long as the work is completed in a timely fashion. Hours per day and time of day the work is completed can be determined to some extent by the employee. Very competitive pay offered, but will depend somewhat on experience/speed/etc. Gas/mileage reimbursement available.

Duties include but may not be limited to:

- Entering vet tickets into Quickbooks.
- Reconciling credit card and bank accounts.
- Limited payroll with associated tax payments.
- Sales and Use tax calculations and payments.
- Creating Excel spreadsheets for herd health maintenance.
- Picking up supplies, stocks and medications as needed.
- Filing, mailing and shipping.

Please email resumes to animalsinmotionky@gmail.com.