

General Farm Office / Bookkeeper - Scott County Thoroughbred Breeding Farm

Requirements and Responsibilities:

Knowledge of the Horse Industry, a plus

General Office Skills / Microsoft Excel and Word

Must be proficient in Quickbooks including preparation of Payroll and Payroll related tax fillings

Strong knowledge of Horse Farm Management Software

Daily record keeping in HFM of farm treatments on all horses

Ensure all records on horse arrival and departures are kept up to date

Prepare monthly board billing through Horse Farm Manager

Record keeping of all breeding contracts and required paperwork on breeding dates

Working with booking secretary to complete paperwork to stud farms, shed runs/ vanning

Work with The Jockey Club through all transactions

Live Foal reporting, Foal registration, DNA and Microchip reporting

Knowledge of paperwork requirements for Public Sales / Coggins, Health Certs, SSC, etc

Farm banking in Georgetown and mail pickup at Midway Post Office

Monday through Friday 8:30am – 4:30pm

Salary paid weekly with pay based on experience.

Contact information: lorna@glencrest.com Office 859-233-7032