

CHESAPEAKE FARM has an opening for an OFFICE MANAGER/BOOKKEEPER.

This candidate must:

- Be willing to work closely with the Owner.
- Be very detail oriented and efficient.
- Have strong organizational and communication skills.
- Be able to work with limited supervision.
- Demonstrate ability to manage time, prioritize daily work requirements and multi-task.
- Have at least 2 years of experience.

Job requirements include but not limited to:

- Payroll – from job applications, figuring timecards etc.
- H2A workers' contracts and requirements.
- Over-see “employee housing provided”
- Keeping the owner apprised of Accounts Receivables/Accounts Payables.
- All Account Payables functions, enter Bills/Invoices, issue payment checks, general bookkeeping, year-end 1099s.
- Correspond with vendors regarding billing-payment issues.
- Human resource person when needed.
- Handling vehicle registrations and other office/business related functions (i.e. Burn Permits etc).
- Provide documentation to the Accountant/CPA for corporate & personal tax returns.
- Knowledge of the computer program Horse Farm Management beneficial but not required.

Candidates should submit their resume to olivia@chesapeakefarm.com. Salary will be based on experience. Benefits package available.

CHESAPEAKE FARM
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