The American Hanoverian Society

4067 Iron Works Parkway

Suite 1

Lexington, KY 40511

Office hours 9 - 5:00 Monday – Friday

Bookkeeper and General Office Help – Part time

The AHS is a breed registry for Hanoverian and Rhineland horses. Because the office is small, every staff member must cross-train in every area of the organization although each staff person has his or her own responsibilities. At the moment, we have a part-time opening for a bookkeeper/general office help staff member.

Bookkeeping Duties:

Must know Quickbooks and general accounting principles to work hand in hand with outside accountant

General Office Work including:

Answering Phones

Data Entry

Routing mail

Computer skills: Quickbooks, Microsoft Office, Adobe Acrobat

The office is casual and the hours are flexible. Starting salary with approximately 15 hours per week @ $15.00 per hour.

Send resume to jhodges@hanoverian.org by April 19, 2021, for consideration.