

Timber Town Stable is seeking a part-time bookkeeper responsible for the following duties:

- Track expenses, budget, taxes, cash flow, receipts and other financial aspects of the farm.
- Provide regular financial reports (weekly, monthly and yearly)
- Monitor accounts payable and receivable
- Ensure timely processing of payroll
- Maintain current W-9 and certificate of insurance documentation
- Process 1099s at year end

Qualifications:

The ideal candidate must be well organized and familiar with horse farming operations. Experience in Equine/sales accounting, Quick-books and Horse Farm Management is necessary. Understanding Microsoft office would be advantageous.

With qualifications, a competitive hourly wage can be expected with potential insurance benefits

Please send resume with references to office@timbertownstable.com. Everything is kept confidential.