



Job Title: Office Manager, Salary DOE

Hours: 25-30 hours per week – flexible daily hours – but must be able to work Monday thru Friday

Candidate must be reliable, honest, discreet, able to work on your own and must LOVE dogs. Light bookkeeping with both QuickBooks and Quicken

- Billing of Charter School vouchers and horse boarding clients
- Weekly deposits
- Accounts receivable, Accounts payable
- Payroll and payroll tax allocations
- Maintaining all accounting files
- Bank reconciliations
- Produce monthly P&Ls

Computer literate – help Honey with emails, correspondence, with knowledge of the following programs:

- Word, Excel, PowerPoint (would be nice), Publisher (would be nice – but can show you how)
- Personal assistant to Honey
- Answering phones and taking detailed messages
- Coordinating lessons and payments with stable staff
- Obtaining and maintaining any of our insurance needs
- Coordinating with staff on our events
- Coordinating with staff on any marketing and fundraising plans
- Designing and making flyers

Please send your resume with salary requirements to Barb at:

office.chorseranch@yahoo.com