Don Alberto Corporation has an immediate opportunity available for a detail oriented Accounting Assistant. This new position at Don Alberto Corporation is a full-time opportunity complete with a competitive salary, full benefits package, and a beautiful Lexington, KY location. Though not required, strong preference will be given to those with prior experience in the thoroughbred industry.

**Essential Duties & Responsibilities**

· Accurately review, code, and input vendor invoices

· Perform monthly reconciliations

· Maintain vendor account information and associated documentation

· Perform data entry associated with accounts payable

· Review and reconcile invoice discrepancies

· Address and respond to vendor inquiries

· Accurately review, code and prepare payroll data

· Provide reports and analysis as requested

· General office functions (filing, processing mail, phones, etc)

**Desired Skills and Experience**

· 3 years experience with accounts payable or general accounting

· Proficient Microsoft Office knowledge and skills

· Strong time management and organizational skills

· Knowledge of basic accounting principles

· High degree of attention to detail

· Ability to work independently and prioritize tasks

For confidential consideration, please email resume to stacia.sharff@harasdonalberto.cl.