CHESAPEAKE FARM has an opening for an OFFICE MANAGER.

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.
* Be experienced with Horse Farm Management ... to assist & over-see HFM daily/monthly tasks.
* Be experienced with Jockey Club registrations & Breeders’ Cup, KTDF and KBIF nominations.
* Have at least 2 years of experience . . . .

Job requirements include but not limited to:

* Experienced with SAGE Accounting Program-
* Payroll – from job applications, figuring time-cards, issuing weekly checks to employees

Weekly-monthly-quarterly-Yearly (including W-2s) payroll reports & payments

* Over-see “employee housing provided”
* Keeping the owner apprised of Accounts Receivables/Accounts Payables

Provide spreadsheets with Aged A/R as well as AP spreadsheet with date forecasting.

* All Account Payables functions, enter Bills/Invoices, issue payment checks, year-end 1099s.
* Correspond with vendors regarding billing-payment issues.
* Keep records & prepare for Workers’ Compensation audits.
* 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.

Candidates should submit their resume to [sandy@chesapeakefarm.com](mailto:sandy@chesapeakefarm.com). We would like to have someone on-board March 2nd. Salary will be based on skills and experience. Benefits package available.

CHESAPEAKE FARM

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