Position: Accountant with a Tennessee Walking Horse breeding facility located in Shelbyville, TN. Knowledge of accounting principles and QuickBooks. Ability to work independently. Attention to detail. Ability to work with other staff members to achieve goals and ensure customers are served.

Responsibilities:

#. Correctly invoice customers for all services provided, e.g., stud fees, mare care, foal delivery, etc.
#. Interact with customers in a professional and competent manner.
#. Pay invoices promptly and correctly record entries in QuickBooks. Analyze payments to ensure invoices received are accurate and all discounts taken.
#. Ability to research status of stud fees using QuickBooks and Tennessee Walking Horse Breeders Association (TWHBEA) information to determine status of stud fee, if needed.
#. Dedicated to ensuring accuracy of financial information and billing to customers
#. Follow up with delinquent customers to collect past due accounts.

This job is very detail oriented and requires someone who will follow up with questions and remind the breeding manager if a customer has not paid or other outstanding issues.

If interested please contact:
Sharon Pfeif, Rising Star Ranch, Shelbyville, TN, 931-680-0897 (office)