



Position: Accounts Receivable/Customer Service

Start Date: Immediate availability

Company: Pinto Horse Association of America, Inc.

Location: Bethany, Oklahoma – IN OFFICE

Work Period: Full Time, Monday – Friday, 8:00 am – 4:30 pm
Must be able to work World Show (3 weeks) and
Color Breed Congress Show (2 weeks) in Tulsa, OK

Job Description: Daily work may include answering incoming phone calls; answering e-mails; posting accounts receivable data entry, Heritage Foundation liaison, customer service, general office work, and other work as needed.

Requirements: GED or High School diploma/Bachelor degree preferred
Knowledge of the horse industry preferred
Basic computer skills, typing and ten-key
Knowledge of Microsoft office
Willing attitude
Detail oriented

Benefits: Health and Dental Insurance, Life Insurance, 401(k), Vacation Time, Personal Time, Paid Holidays

Contact: Please submit resume and cover letter to:
Rebecca Rains
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Bethany, OK 73008
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