



PINTO HORSE

ASSOCIATION OF AMERICA, INC.

Position: Bookkeeper, Accounts Payable, Accounts Receivable. Budgets, Bank Reconciliation, Human Resources

Date Open: September 1, 2022, position will be open until filled.

Company: Pinto Horse Association of America, Inc.

Location: Bethany, Oklahoma

Work Period: M-F 8 a.m.-4:30 p.m., deadlines could require extra hours, some weekends and overnight travel also required to our Pinto Convention in March, The Pinto World Championship Show in June and our Color Breed Congress Show in November in Tulsa, Oklahoma

Supervisor: Will report to Executive Vice President/COO

Job Description: Bookkeeper, Accounts Payable, Accounts Receivable, Budgets

Requirements: Quickbooks Pro, Excel, Microsoft Word
At least 5-years of Experience

Other Skills: Organizational skills
Comfortable working alone or as a team
Ability to meet deadlines and manage multiple tasks at one time

Benefits: Great benefits package, health and dental insurance, Simple IRA, vacation time.
Salary to be discussed.

Contact: Dorothy Fread, HR Manager
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