



PO Box 968
Colby, KS 67701
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www.mccartyfamilyfarms.com

McCarty Family Farms is currently seeking a full time Accounting Assistant to join our Colby Admin office location. This is a great opportunity to join a state-of-the-art multistate 4th generation dairy operation.

In this position you will be responsible for administrative and general accounting tasks and assisting and engaging with the general public. Must be team oriented, motivated, and well organized.

This position is located in Colby, Kansas
Full Time: Monday – Friday 8am – 5pm

Duties & Responsibilities:

1. Perform general administrative and accounting duties.
2. Answering and fielding phone calls.
3. Receiving and directing visitors and door traffic.
4. Ordering supplies as needed
5. Maintain confidentiality.

Qualifications:

1. General computer knowledge and proficient in Microsoft Word and Excel
2. Strong written and verbal communication skills
3. Team Oriented
4. Ability to multi-task and attention to detail
5. Highly organized, professional, motivated and a self-starter

McCarty Family Farms offers a great benefit package, including but not limited to, health/dental insurance, 401K, life insurance, supplemental benefit options, paid time off, and parental leave.

To apply, fill out an online application at www.mccartyfamilyfarms.com or email your resume/application to cgoodman@mccartyfamilyfarms.com.