



622 McKinley Street in Great Bend, Kansas

**620-792-1265**

# NOW HIRING

## *Office Administration / Finance & Accounting Assistant*

At AMC, we are on a mission to change lives every day—for our clients, their animals, and our team. We live by our Core Values: Composure, Integrity, Respect, Family, Ownership Mentality, Communication, Collaboration, and a relentless drive to Find Excellence, not Mediocrity. We serve with humility, coachability, and purpose.

We are seeking an **Office Administration / Finance & Accounting Assistant** to help drive our operations forward with excellence, accuracy, and heart. This role supports the Practice Manager in managing financial tasks, team coordination, and administrative operations that keep AMC running smoothly.

### **Daily Responsibilities Include:**

- Running end-of-day reports, cash reconciliation, and bank deposits
- Assisting with payroll, timecard reviews, and A/R follow-up
- Monitoring office email and coordinating team and client communication
- Managing inventory orders and vendor account reconciliation
- Maintaining employee records and supporting leadership/marketing meetings

### **Qualifications:**

- Prior experience in office admin, finance, or accounting roles
- Strong organizational, multitasking, and communication skills
- Proficient in QuickBooks, Microsoft Office, and Google Workspace
- Able to work with flexibility, initiative, and a team-first mindset
- Passion for serving people, animals, and the agricultural community

Join a team that empowers each other daily to grow, serve, and lead with purpose.

**To see the full job description and to apply, visit [www.myamcvets.com/careers](http://www.myamcvets.com/careers)**