

**Accounts Payable – Part-time
15-20 hours a week
July 2008**

Statewide, non-profit agency located in Raleigh, N.C. is seeking an experienced person for part-time Accounts Payable position. Reports to management team.

Responsibilities:

- Code and enter invoices in Peachtree accounting software
- Create reimbursement reports for state contract
- Track reimbursements
- Manage vendor files
- Resolve accounts payable issues

Qualifications:

- Completion of basic financial accounting courses
- Two years of accounts payable experience
- Detail-oriented, accurate, organized and have excellent communication skills
- Proficiency in Peachtree and Microsoft Office preferred
- Experience with accounts receivable a plus

Compensation: \$14/hour. Part-time position requires a regular work schedule during regular office hours, Monday – Friday. Average of 15-20 hours a week - longer hours during year-end closeout. Full background check performed and job references checked.

**Send resume by August 15, 2008 to: jobs@nhealthystart.org
(Write ACCOUNTS PAYABLE PT in the subject line) or:**

Job Search – Accounts Payable PT
North Carolina Healthy Start Foundation
1300 St. Mary's St., Suite 204
Raleigh, NC 27605
Fax: 919-828-1446