

# Accounting and Administrative Specialist--Part Time

## Accounting and Administrative Specialist Part-Time

Due to sustained growth, Mental Health America of Lake County, Inc. is seeking an Accounting and Administrative Specialist (20 hours per week) to provide accounting and administrative support. Qualified candidates will be familiar with general accounting principles and display proficiency in QuickBooks.

### Job Qualifications

- Experienced with accounts payable/receivable-minimum 1 year
- QuickBooks experience; minimum 1 year
- Strong attention to detail
- Excellent verbal and written communication skills

\*

### Education

- Associate's degree in accounting or related field preferred

Job Type: Part-time

Required experience:

- Accounting: 1 year
- QuickBooks: 1 year

Debbie Price, B.A.

**Vice President of Finance and Human Resources**

P 219.937.7733 x130

F 219.937.7433

E [dprice@mhalaakecounty.org](mailto:dprice@mhalaakecounty.org)

[www.mhalaakecounty.org](http://www.mhalaakecounty.org)

