

IMMEDIATE JOB OPENING

Date: Feb 1, 2010

PART TIME Finance/HR Associate

24 hours per week

La Paloma Family Services, Inc. is seeking an individual to work in the Accounting and Human Resources departments. This position will assist the Accounting department in processing accounts payable, invoicing and purchasing and will be an assistant to the Director of Human Resources.

Strong preference to those having at least two years accounting experience.

Preferred qualifications include a background in accounting/accounts payable with experience in data entry and bookkeeping. Proficiency in Microsoft Word and Excel a must.

The successful candidate will have excellent organization, communication and customer service skills. Knowledge of FundEZ and 10 key by touch a plus.

Educational requirements: Two years bookkeeping experience and/or an Associates degree in accounting. Experience in the behavioral health system preferred. Pay scale: \$12.50 - \$15 per hour depending on experience and education. EOE.

Please contact:

Kelly Harshberger,
La Paloma Family Services
870 W. Miracle Mile
Tucson, AZ 85705
(520) 750-9667 ext 210
Fax: (520) 750-0056
Kelly@lapalomakids.org