

Medical Office - (Obstetrics & Gynecology) looking for part-time temp. Possibility of becoming a permanent position. Approximately 12 to 16 hours per week. Bookkeeping/Accounting helpful. Entering accounts payable, processing checks, journal entries and various office duties such as filing, etc.

We can be somewhat flexible with hours and days. Please e-mail resume to judipatterson@aol.com

Judith Patterson
Practice Manager