



**Katahdin Valley Health Center
Full Time Position
Patten Facility**

Katahdin Valley Health Center (KVHC), seeks a full time candidate to perform Accounts Payable and Administrative Assistant functions at our Patten location. This is a 40 hour per week position. The person in this position will be performing Accounts Payable functions including contract billing, vendor/supplier relations, and various clerical functions in the Finance Department. This person will also perform Administrative Assistant and secretarial functions for the Administration Management Team.

Minimum Qualifications Required: High School Diploma or Equivalent, Minimum of one year experience in an accounting setting, knowledge of spreadsheets and accounting software. This person must be proficient in Microsoft Office Products including Word, Excel, PowerPoint and Publisher. Administrative/secretarial experience required.

KVHC offers a competitive Benefits package and the salary for this position will commensurate with experience.

Qualified candidates should submit a cover letter, resume and three written references to:

Human Resources
Katahdin Valley Health Center
P O Box 500
Patten, ME 04765
or via e-mail
HR@kvhc.org