

## STAFF VACANCY ANNOUNCEMENT

**Charles E. Rice, III**  
Retired

**Mark Spencer Williams**  
Managing Attorney

**Christine M. Sprow**  
Partner

**BOOKKEEPER** – Part-time experienced individual needed immediately for growing Wilmington family law practice. This position works directly under the supervision of the owner. Primary duties include weekly billing (A/R), writing checks (A/P), maintaining documentation, payroll preparation, tax deposits and tax reporting, and account reconciliation. Must be comfortable working in an "almost" paperless office, using state of the art technology and following rigid guidelines. Salary negotiable with paid holidays. Parking provided.

**REQUIREMENTS:** Must be skilled with computers especially Microsoft Outlook, Microsoft Word and Microsoft Excel. Must be detail oriented, capable of multi-tasking, have excellent organizational skills, and promote the vision and mission of the firm. Knowledge and experience with PC Law helpful. Successful applicant must sign non-compete agreement and confidentiality agreement as condition of hire. Prefer individual with some office work experience.

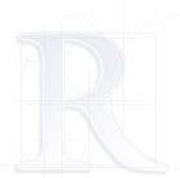
**ABOUT RICE LAW:** We are located one block from the New Hanover County Courthouse in historic down-town Wilmington. Please see our website (<http://www.RiceFamilyLaw.com>) for more information about our firm.

**TO APPLY:** Complete Job Application available on website and submit resume and salary requirements by *email*, only, to: [mwilliams@ricefamilylaw.com](mailto:mwilliams@ricefamilylaw.com). No calls, faxes, or surface mail, please. Position available immediately until filled.

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Wilmington, NC 28402

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[www.RiceFamilyLaw.com](http://www.RiceFamilyLaw.com)



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