



DEPARTMENT OF COMMERCE

Fax it to:
NCWorks Online
Connecting talent to jobs

Division of Workforce Solutions
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 1-6-14
Workforce Office Fax No.: office complete

Workforce Office serving your area: office complete
Workforce Office E-Mail: office complete

www.ncworks.gov

Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)

Company Name: YVEDDI Federal I.D.: 56-0851147

Job Title: Assistant Finance Director

Is this a new job posting, or has a similar/identical job order previously been submitted? Yes No
If yes, may a staff member contact you regarding an expedited means of posting similar positions?
Please indicate your contact information below and fax form back to Workforce Office. Yes No
(The remaining form need then only indicate CHANGES from the previous order.)

Main/Corporate Contact Information

Contact Person: Kathy Payne Title: Executive Director
Mailing Address: P. O. Box 309
City: Boonville State: NC Zip: 27011
Phone: 336-367-3520 Alternate Phone: 336-367-7251
Fax: 336-367-3637 Email: kpayne@yveddi.com

Job Location Information (if different from above)

Job Location Contact Person: Title:
Physical Address:
City: State: Zip:
Phone: Alternate Phone:
Fax: Email:

Display online to job seekers? Yes No
Display your company name? Yes No
Have our staff screen your applicants? Yes - If yes, require the applicant to meet the staff member that is screening? Yes No

Career Readiness Certification Required: Bronze Silver Gold Platinum N/A
Occupational Licenses/Certifications Specify: Required Preferred

Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.

How would you like DWS to contact you?

Internal Message (through NCWorks Online) Email Text Message (If Available)
Text Message Notification (If Available) Mass Mail Fax

Company Information:

Industry Title: Human Services No. of Employees: 220+
Type of Employer: Private Sector State Government Local Government
Federal Government International/Foreign Gov. Non-Profit Education (Higher) Education (K-12)

Job Details

Number of Positions: 1 Keep Job Order Open Until: Filled (Cannot exceed 60 days without notifying Workforce Office) Number of Referrals Desired: 7-10

Type of Job:

Regular Temporary Seasonal Volunteer Contract [Length: month(s)/year(s)]
Full-Time (30+ hours) Part-Time (<30 hours) Full and Part-Time Positions As Needed (PRN)

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|--|--|
| <p style="text-align: center;">Job Summary</p> <p>Please provide a detailed job description of the position (including any specialized skills required).</p> <p style="text-align: center;">(PLEASE PRINT)</p> | <p>Assist the Finance Director to insure and provide sound fiscal management for a private non-profit corporation pursuant to applicable laws, regulations, and grants/contracts conditions.</p> <p>Assist to establish and implement accounting policies and procedures in accordance with National and State Accounting Standards and Practices.</p> <p>Operation of computer system, including intra-networking.</p> <p>Knowledge of practice of accounting procedures, standards, policies, and procedures.</p> <p>Knowledge of spreadsheet, payroll, and accounting software.</p> |
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Hiring Requirements

Check hiring requirements for this job, if any: Drug Test Background Check Credit Check
 Reference Check Motor Vehicle Record Check Other (specify: _____)

Testing Requirement: Employer will perform Workforce Office will perform Other Source will perform testing

Provide a brief description of the testing being performed:

Education, Licenses, and Certifications

Minimum age of applicants to this position, if any? 21

This minimum age is due to the following:
 Alcohol Hazardous work/materials involved Hours of Work
 Insurance Other (Specified in Job Summary) Special Program/Category Bonding

Minimum education required, if any: (*HS diploma/GED, College graduate-specific degree level, etc.*): Prefer Bachelor's Degree in Accounting with computer training or an Associate's Degree with a combination of demonstrated equivalent work experience.

Minimum months of prior experience required, if any? 24

Is job accessible by public transportation: Yes No

Driver's License Required: Yes (operator) Yes (CDL) No

Driver's License Type Required: Class A Class B Class C N/A

Endorsements: Class H Class N Class P Class S Class T No Endorsements Required

Compensation and Hours

Hiring compensation range? **Minimum Pay: \$16.56** **Maximum Pay:**

Basis of salary/pay: Hour Day Week Month Year Quarter Other (specify: _____)

Pay comments: Depends upon Experience Commission only Salary + Commission
 Piece rate Salary + Tips Salary + Bonus Per Diem only Will discuss with applicant

Hours per week? Not specified Vary Are Specific (# per week = 40+)

Shift: Day Evening/Swing Night/Graveyard Rotating Split Other (Specified in Job Summary)

Benefits Offered

Please list benefits that you plan to offer to the incumbent, if any: Health Insurance, Pension Plan, Paid Holidays, Paid Sick and Annual Leave, Optional Vision and Dental

Job Application Methods Accepted

Check the methods that individuals may use to apply for this job:

Provide a NCWORKS Online Resume (recommended) Provide a NCWORKS Online Application At nearest Workforce Office
 Directly to employer via: Phone In Person Email Resume Mail Resume
 Via Company Website [<http://yvdeddi.com>]

Additional Information

Is this a Green Job? Yes No

Are you a Federal Contractor? Yes No

Does a court ordered affirmative action plan require posting this job order? Yes No

Does this job order require security clearance? Yes No

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? Yes No Not Specified

**NORTH
CAROLINA**

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Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? **In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.** Yes No