



**YVEDDI**  
YADKIN VALLEY ECONOMIC  
DEVELOPMENT DISTRICT, INC.

Post Office Box 309, Boonville, NC 27011  
533 N Carolina Avenue Highway 601 N  
Telephone (336) 367-7251 - Fax (336) 367-3637  
Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	<ul style="list-style-type: none"><li>• Interested Persons</li><li>• Surry Community College</li></ul>
<b>From:</b>	Kathy Payne, Executive Director Joshua Sparks, Finance Director 
<b>Date:</b>	February 4, 2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Assistant Finance Director</b>
<b>Location Address:</b>	533 N. Carolina Avenue, Highway 601 N, Boonville, NC 27011
<b>Work Schedule:</b>	Monday - Friday Generally 8:00 a.m. - 4:30 p.m. FLSA Exempt Position
<b>Wage Range:</b>	\$35,000
<b>Starting Date:</b>	March, 2015
<b>Job Objective:</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Assist to establish and implement accounting policies and procedures in accordance with National and State Accounting Standards and Practices.</li><li>• Operation of computer system, including intra-networking.</li></ul>
<b>Education Requirements:</b>	Bachelor's Degree in Accounting or related field. Non-Profit or Governmental experience strongly preferred.
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a> Joshua Sparks, Finance Director at <a href="mailto:jsparks@yveddi.com">jsparks@yveddi.com</a>

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER