



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
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To:	<ul style="list-style-type: none"> • Interested Persons • Surry Community College Posting
From:	Kathy Payne, Executive Director
Date:	April 10, 2014
Re:	JOB VACANCY
Position Title:	Assistant Finance Director
Location Address:	533 N. Carolina Avenue, Highway 601 N, Boonville, NC 27011
Work Schedule:	Monday – Friday Generally 8:00 a.m. – 4:30 p.m. FLSA Exempt Position
Wage Range:	\$35,000
Starting Date:	By June 1, 2014
Job Objective:	<ul style="list-style-type: none"> • 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. • Assist to establish and implement accounting policies and procedures in accordance with National and State Accounting Standards and Practices. • Operation of computer system, including intra-networking.
Education Requirements:	Bachelor's Degree in Accounting or related field. Non-Profit or Governmental experience strongly preferred.
Close Out Date	May 16, 2014
Contact:	Employment Application available for download at www.yveddi.com

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