



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

TO:	<ul style="list-style-type: none"> <li>▪ Interested Persons</li> <li>▪ <b>Internal Posting</b></li> </ul>
FROM: PROGRAM DIRECTOR/ COORDINATOR	Kathy Payne, Interim Executive Director
DATE:	July 31, 2013
RE:	<b>JOB VACANCY</b>
POSITION TITLE:	<b>FINANCE DIRECTOR</b>
LOCATION:	District Office – Boonville
WORK SCHEDULE:	<ul style="list-style-type: none"> <li>▪ Generally Monday – Friday</li> <li>▪ 8:00 a.m. – 4:30 p.m.</li> <li>▪ Evenings and weekends as needed</li> </ul>
WAGE RANGE:	TBD
STARTING DATE:	September 2, 2013
REQUIREMENTS:	<ul style="list-style-type: none"> <li>▪ Honest and bondable</li> <li>▪ Knowledge and experience in financial/fiscal administration – computerized accounting, accounts payable, revenues, financial reports, budgets, audits, non-profits, etc.</li> <li>▪ Knowledge and experience in Payroll Administration and Insurance Administration</li> <li>▪ Willingness to work to implement changes recently recommended for the Accounting Department</li> <li>▪ Knowledge of financial laws, regulations, and records</li> <li>▪ Knowledge and experience with Property Administration</li> <li>▪ Experience in supervision and evaluation of subordinate staff</li> <li>▪ Masters Degree in Accounting or Business Administration with professional experience with federal and state grants administration and in all aspects of accounting, including management of fiscal staff.</li> </ul>
CONTACT:	Kathy Payne, Interim Executive Director, 336-367-3520

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER