



Post Office Box 309, Boonville, NC 27011
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TO:	<ul style="list-style-type: none"> ▪ Interested Persons ▪ Internal Posting
FROM: PROGRAM DIRECTOR/ COORDINATOR	Kathy Payne, Interim Executive Director
DATE:	July 31, 2013
RE:	JOB VACANCY
POSITION TITLE:	FINANCE DIRECTOR
LOCATION:	District Office – Boonville
WORK SCHEDULE:	<ul style="list-style-type: none"> ▪ Generally Monday – Friday ▪ 8:00 a.m. – 5:00 p.m. ▪ Evenings and weekends as needed
WAGE RANGE:	TBD
STARTING DATE:	September 2, 2013
REQUIREMENTS:	<ul style="list-style-type: none"> ▪ Honest and bondable ▪ Knowledge and experience in financial/fiscal administration – computerized accounting, accounts payable, revenues, financial reports, budgets, audits, non-profits, etc. ▪ Knowledge and experience in Payroll Administration and Insurance Administration ▪ Willingness to work to implement changes recently recommended for the Accounting Department ▪ Knowledge of financial laws, regulations, and records ▪ Knowledge and experience with Property Administration ▪ Experience in supervision and evaluation of subordinate staff ▪ 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.
CONTACT:	Kathy Payne, Interim Executive Director, 336-367-3520

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER