



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
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 Serving: Davie, Stokes, Surry, and Yadkin Counties

TO:	<ul style="list-style-type: none"> ▪ Interested Persons ▪ Employment Security Commission ▪ YVEDDI Service Centers
FROM: PROGRAM DIRECTOR/ COORDINATOR	Kathy Payne, Executive Director <i>Kpayne 6/18/15</i>
DATE:	July 18, 2015
RE:	JOB VACANCY
POSITION TITLE:	FINANCE DIRECTOR
LOCATION:	District Office - Boonville
WORK SCHEDULE:	<ul style="list-style-type: none"> ▪ Generally Monday - Friday <li style="padding-left: 20px;">▪ 8:00 a.m. - 4:30 p.m. ▪ Evenings and weekends as needed
WAGE RANGE:	\$48,630 - \$52,354 DOE
STARTING DATE:	July 20, 2015
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:	<p>Employment Application available for download at www.yveddi.com</p> <p style="text-align: right;">Application Supervisor, kpayne@yveddi.com</p>

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