



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

YVEDDI provides equal opportunities for employment to all employees and job applicants. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

<b>To:</b>	<ul style="list-style-type: none"> <li>• Interested Persons</li> <li>• N. C. Dept. of Commerce – Workforce (ESC)</li> <li>• Local YVEDDI Service Centers</li> <li>• Surry Community College (Rachel Hiatt) <a href="mailto:hiattr@surry.edu">hiattr@surry.edu</a></li> </ul>
<b>From:</b>	Kathy Payne, Executive Director Rick Seibert, Finance Director Teresa Dover, HR Manager 
<b>Date:</b>	April 12, 2016
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Part-Time Bookkeeper</b>
<b>Location Address:</b>	533 N. Carolina Avenue, Boonville, NC 27011
<b>Work Schedule:</b>	Schedule will vary as needed. Estimated typical month:  Week 1: 25 hours Week 2: 25 hours Week 3: 0 hours Week 4: 0 hours
<b>Wage Range:</b>	\$11.71 DOE
<b>Starting Date:</b>	May 1, 2016
<b>Job Objective:</b>	<ul style="list-style-type: none"> <li>▪ Prepare monthly grant reports for state agencies, including making copies for supporting documentation, and reconciling to various grant books.</li> <li>▪ Utilize personal computers, calculators, and other office equipment to perform work.</li> <li>▪ Perform other duties as required for SA/DV program.</li> <li>▪ Promote a harmonious and cooperative work environment.</li> </ul>
<b>Education Requirements:</b>	At least one year of accounting or business administration course work beyond high school or an equivalent combination of education and experience.
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	Qualified applicants should contact: Teresa Dover, HR Manager 336-367-3533 <a href="mailto:tdover@yveddi.com">tdover@yveddi.com</a>  Employment Application available at <a href="http://www.yveddi.com">www.yveddi.com</a>

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