




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

***YVEDDI provides equal employment opportunities for everyone. 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>○ Indeed.com</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director Chris Fowler, Finance Director <div style="text-align: right; margin-top: 5px;">  </div>
<b>Date:</b>	February 26, 2020
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Accounting Tech</b>
<b>Job Location:</b>	533 NC Ave., Hwy 601N, Boonville, NC 27011
<b>Work Schedule:</b>	Generally, Monday–Friday 8 – 4:30
<b>Wage Range:</b>	Competitive DOE
<b>Starting Date:</b>	Immediately
<b>Job Objective:</b>	Performs agency purchasing, reporting, and posting to accounts receivable/payable in the Boonville Accounting Office. Occasional travel in company vehicle to remote agency service centers for random physical inventory reviews.
<b>Education Requirements:</b>	Prefer 2-year business degree in Business Administration or 5 years’ experience as Purchasing Agent or 5 years’ experience in inventory control. General knowledge of procurement processes and inventory control. Professional people skills and ability to work with vendors.
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	Qualified applicants should contact HR Director, Janet Phillips at <a href="mailto:jphillips@yveddi.com">jphillips@yveddi.com</a> Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

***Employment with YVEDDI is “at will”. You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws. Drug Testing and Criminal Background Checks Required***