YVEDDI
YADKIN VALLEY ECONOMIC
DEVELOPMENT DISTRICT, INC.

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.

To:	- Interested Persons - N.C. Works (ESC) - Indeed, LinkedIn, Facebook, Twitter - Local YVEDDI Service Centers
From:	Kathy Payne, Executive Director
Date:	April 4, 2023
Re:	**JOB VACANCY**
Position Title:	**Assistant Finance Director**
Location Address:	533 NC Ave, Hwy 601N, Boonville, NC 27011
Work Schedule:	Generally M-F, 8:00-4:30 PM FLSA Exempt Position
Wage Range:	**Competitive**
Benefits:	Health and Life Insurance, 12 paid holidays, Vacation and Sick Leave (paid time off), Retirement Plan. Optional accident, vision, dental, and LegalShield
Starting Date:	TBD
Job Objective:	Assists the Finance Director to ensure legal and regulatory compliance of all accounting and financial systems under the supervision of the Executive Director. The position will aid the Finance Director in monitoring and maintaining internal controls, cash management, monitoring financial systems and reporting, technical support, purchasing management, audit coordination, banking, and supervision of fiscal staff. Requires the ability to communicate complex financial information to a variety of listeners.
Education Requirements:	BA degree in Business Administration, Finance, or Accounting. Experience with a nonprofit and grants preferred.
Other Requirements:	Candidate must be able to pass a background check
Close Out Date	Until Filled
Contact:	Application available for download at www.yveddi.com "Employment Opportunities" Qualified applicants should contact Janet Phillips at jphillips@yveddi.com, or Kathy Payne at kpayne@yveddi.com

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.