

Blue Ridge Opportunity Commission
710 Veterans Drive
North Wilkesboro, NC 28659

The following position is available:

Senior Nutrition Services Bookkeeper

The position of Senior Nutrition Services Bookkeeper is responsible for the financial accounting of the BROC Senior Nutrition Services Program within the approved budget of the Home and Community Care Block Grant (HCCBG), and in accordance with the NC Department of Health and Human Services Nutrition Service Standards, the High Country Area of Agency on Aging Policies and Procedures, and Senior Nutrition Services Policies and Procedures

- Minimum of Associate's Degree in Accounting or equivalent experience
- Proven skills utilizing Microsoft Office Suite
- Excellent organizational skills
- Excellent data entry skills (speed and accuracy)
- Strong communication skills, both oral and written
- Exceptional customer service skills, over the phone and in person
- Ability to develop a professional working relationship with local agencies, businesses, and vendors in order to support the needs of the program and its clients
- Ability to develop professional, cooperative working relationships with participants, participant's family, other employees, and volunteers and exhibit a positive and caring attitude
- Must comply with state and local guidelines and regulations
- Must participate in education experiences as they apply to position
- Must be willing to attend trainings, classes, and workshops to upgrade skills and self
- Must comply with "Drug Free Workplace" policy and submit to random drug testing
- Assist with fundraising events
- Delivers meals, as needed
- Must have and maintain a vehicle, valid driver's license and comply with N.C. insurance requirements

Position advertised is full-time, 40 hours per week, 12 months; starting salary based on experience and education. The Senior Nutrition Services Bookkeeper is directly responsible to the BROC Senior Nutrition Services Director.

BROC is an Equal Employment Opportunity Employer.

Send completed applications to:
Blue Ridge Opportunity Commission, Inc.
710 Veterans Drive
North Wilkesboro, NC 28659
or email to
brocds@brocinc.com