



Job Title: Accounting Clerk/Administrative Assistant

Position hours: 8:30 a.m. – 5 p.m.

Job Duties:

- Performs a variety of secretarial and accounting duties for the Clerk/Treasurer
- Serves as back-up in Court Administration and Utility Billing
- Reconcile bank accounts to general ledger

Qualifications:

- Associate Degree in business or related field with a minimum of one year of work experience, accounting or any equivalent combination of education, training and experience which provides requisite knowledge, skills, and abilities for the job
- Experience in Microsoft Word and Excel
- Possess and maintain a valid South Carolina driver's license

How to apply: Submit resume/salary request to Office of Mayor, Town of Santee, Post Office Box 1220, Santee, SC 29142

Deadline: January 31, 2019

The Town of Santee is an EOE.