TOWN OF SANTEE

194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 | Ph: 803.854.2152 | Fax: 803.854.3233

**EMPLOYMENT OPENING**

# Position

Payroll/ Accounts Payable Clerk

# Job Duties

Essential Duties include the following: Process all purchase orders and invoices.

* Enter and balance invoices for the bi-weekly check run.
* Review payables entered by other departments to verify data accuracy.
* Enter and process electronic payments to certain vendors.
* Reconcile monthly statements to ensure invoices are paid timely and accurately.
* Process monthly credit card statements and ensure all required documentation is on file.
* Maintain vendor files in accordance with best practices set forth by town policy.
* Maintain the time clock.
* Key in and verify hours worked.
* Generate payroll checks and direct deposits.
* Filing all payroll tax deposits and returns.
* Files W-2s.
* Able to work independently and as part of a team.
* Performs other related duties as assigned.

# Required skills/qualifications

High school diploma or equivalent

Understanding of basic principles of finance, accounting, and bookkeeping Superb time management skills and detail orientation

Ability to maintain confidentiality

# Preferred skills/qualifications

Associate’s degree or equivalent

Experience in payroll and/or accounts payable

# Employment Status

Full-Time

# How to Apply

Submit cover letter and resume including salary request to Attn.: Hiring Manager, Town of Santee | 194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 or email to [wwright@townofsantee-sc.org](mailto:wwright@townofsantee-sc.org).

# Pay Information

FLSA: Non-Exempt; $35,036 - $49,053 Annually

# Deadline

Thursday, July 31, 2025

# Equal Opportunity Employer

The Town of Santee is an Equal Opportunity Employer