



## 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 accurate.
- 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 resume and cover letter or application to Willia Wright, [wwright@townofsantee-sc.org](mailto:wwright@townofsantee-sc.org), or mail to: Town of Santee | 194 Municipal Way | P.O. Box 1220 | Santee, SC 29142. Contact Ms. Wright at 803.854.2152 ext. 201 for assistance.

#### Pay Information

FLSA: Exempt; Starting Salary: Commensurate with qualifications.

#### Deadline

Thursday, February 29, 2024

#### Equal Opportunity Employer

The Town of Santee is an Equal Opportunity Employer