

Position Available  
**(Office Manager)**

Colleton County Government is accepting applications for the position of Office Manager at the Colleton County Recreation Center. The successful candidate will be responsible for various bookkeeping and clerical duties (i.e.: accounts receivables/payables). Will also maintain records for 14 Community Centers as well as prepare purchase orders.

Duties include preparing deposit slips daily, coding invoices for payment, maintaining detailed records of income and expenses, preparing agenda for monthly meetings, accepting and inputting sports registrations, fees and related information, preparing refund vouchers, assisting in preparing grant applications, ordering and inventorying office supplies, answering phone calls and greeting the public.

The position requires a high school diploma or equivalent with at least two years of experience as a secretary, bookkeeper or office attendant; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Must have strong organizational skills, be a self-starter and people-oriented. Experience with community/recreation programs a plus.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employment Employer.

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**GRADE: 6**

**SALARY: \$12.03 to \$14.50 (DOQ)**

**FULL-TIME**

**SC STATE RETIREMENT & INSURANCE**