

POSITION AVAILABLE
(ACCOUNTS PAYABLE CLERK)

Colleton County Government is accepting applications from qualified individuals for the position of Accounts Payable Clerk in the Finance office. The successful candidate will under general supervision perform daily duties related to accounts payable processing, and procurement. Will perform weekly data entry functions, file and assist with courier/mail services for the County.

Requires a high school diploma with three to five years' experience performing data entry functions and providing customer service in a fast-paced environment; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must possess a valid driver's license and have a good driving record; submit a 3-year driving record along with application. Pre-employment drug screening and a satisfactory background check are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org . The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County is an Equal Opportunity Employer.

GRADE: 6

MINIMUM HOURLY RATE: \$16.28 (DOQ)

FULL-TIME

SC STATE RETIREMENT & INSURANCE