

TOWN CLERK/TREASURER

The Town of Due West is seeking a Clerk/Treasurer. Minimum of an A.S. degree in accounting or any equivalent combination of education and experience.

Maintains all governmental financial transactions, reconciles multiple bank accounts and works with CPA to provide monthly financials. Oversees entire annual audit and assists auditing firm. Responsible for accounts payable, payroll, budgets, personnel, insurance, retirement, worker's comp, sales tax and business licenses. Administers the setoff debt collection process. Acts as the liaison for Town Council, attends meetings and takes minutes. Supervises utility billing, processes payments and verifies daily deposits. Provides backup for other employees and departments. Maintains confidentiality in all aspects of the job. Excellent written and communications skills. Proficient with Excel, Word and accounting software. The successful candidate will be subject to a pre-employment criminal background check, credit check, drug screening and employment verification. Competitive salary and benefits. Mail resume to: Town of Due West, P.O. Box 278, Due West, SC 29639. The position will remain open until filled. The Town of Due West is an Equal Opportunity Employer.