

EMPLOYMENT NOTICE

**Accounts Receivable/Administrative Assistant
City of Chester Finance Department
Full Time, Non-Exempt
Salary - \$26,250.00**

Under regular supervision, performs routine bookkeeping and clerical duties for Finance Department operations. Reports to the Finance Director.

Collects and records accounts receivable, including tax collections, business license fees, commercial garbage collection fees, hospitality taxes, and other miscellaneous revenues. Assists with business license applications. Performs related duties as required.

Requires a high school diploma supplemented by one to two years of general clerical/bookkeeping experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must be able to type 40 words per minute with accuracy.

Applications available at City Hall, 100 West End Street, or online, www.chestersc.org/jobs. Application should be submitted to Carla Roof, Human Resources Department, 100 West End Street, Chester, SC or emailed to croof@chester.sc.gov no later than 12 noon, Friday, May 27, 2022. The City of Chester is an EOE-H.

Position is subject to the following Background Checks: Credit Check, Criminal History, and Drug Test.