

Job Vacancy Announcement

**Job Title: Accounts Payable Clerk**

Salary: \$26,245.00 - \$27,315.00

Under regular supervision, performs routine bookkeeping and record keeping for Finance Department operations. Assists in preparing tax records for financial audits. Reports to the Finance Director.

Manages accounts payable using accounting software and other programs. Good customer service skills are needed to work efficiently with new and existing vendors. Responsible of processing due invoices and ensuring bills are paid in a timely and accurate manner.

Assists with the City Business License Program and Building Permits.

Requires a high school diploma supplemented 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 with accuracy.

Application for Position: Submit application/resume to [sjackson@chester.sc.gov](mailto:sjackson@chester.sc.gov) no later than 12 noon, Friday, July 16, 2021. Application can be obtained online at [www.chestersc.org](http://www.chestersc.org) and mailed or delivered to S. Jackson at 100 West End Street, Chester, S.C. 29706.

**Position is subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical, psychological testing.**