



ACCOUNTING CLERK

The Town of Sullivan's Island is accepting applications for a full-time Accounting Clerk located within the General Administration Department, Town Hall. Responsibilities include managing all aspects of accounts receivable and payable, processing AP and AR transactions, bank reconciliations, journal entries, record keeping, filing and other general office duties as assigned.

The qualified candidate will have, at minimum, 2 years bookkeeping experience, associate degree in accounting (preferred but not required) and strong computer skills (Microsoft Word, Excel and accounting software); be a professional, detail-oriented self-starter with excellent tracking and follow-up skills who can effectively manage workload with limited direct supervision. Salary \$40,000 to \$45,000 (DOE) with benefits.

All applicants must submit a complete Town application along with resumes and other relevant information. Applications are available on-line at www.sullivanisland.sc.gov/government/employment-opportunities. Please direct questions and complete application packets to Pam Otto, Human Resources, at (843) 883-5744 or potto@sullivanisland.sc.gov. The Town's mailing address is P.O. Box 427, Sullivan's Island, SC 29482 (Physical is 2056 Middle Street).

Position is open until filled.

The Town is an Equal Opportunity Employer.

TOWN OF SULLIVAN'S ISLAND

ACCOUNTING CLERK POSITION

The Town is in the process of hiring an accounting clerk. Applications will be accepted until position is filled. The Town will open up the position to Town employees interested in this position. If the Town is able to fill this position from a current employee, the position will not be advertised to the public.

If you are interested in this position, please contact Pam Otto by email or phone, 843-883-5744, potto@sullivansisland.sc.gov.

Accounting Clerk Essential Functions:

Responsibilities:

- Manage all aspects of A/R, A/P
- Accounts Payable will encompass the processing of all accounts payable transactions including bills, credit card charges and invoicing client bills, ensuring accuracy of each bill and proper classification
- Accounts Receivable will encompass the accurate posting and classification of daily receivable transactions, preparing deposits, and maintaining accurate and comprehensive records of each day's transactions
- Bank reconciliations
- Prepare journal entries
- Perform other general office duties as needed
- Assist in all areas of operation as requested by management
- Filing of documents

Requirements and Qualifications:

Associates degree or higher preferred but not required
Computer skills (Microsoft Word/Excel & accounting software)
Professional presentation and conduct
Must be responsible and self-managed
Must have excellent follow-up and tracking skills
Must be detail oriented

Salary \$40,000 to \$45,000, depends on qualification