



POSITION OPEN

**FINANCE DEPARTMENT
ACCOUNTS PAYABLE CLERK**

Job Posting Date – September 11, 2023

The City of Conway is currently seeking an Accounts Payable Clerk to join the Finance Department. This position is a vital element of the Finance team. Under general supervision of the Finance Director, this position is responsible for the entry and management of accounts payable processing. Duties include but are not limited to: reconcile invoices to purchase orders; receive, process and verify invoices; track purchase orders and process payments. Performs a variety of other clerical and bookkeeping tasks. Applies accepted procedures to the preparation and maintenance of accounting records.

The City offers a great work environment and benefit package including South Carolina Public Employee Benefit Authority health and retirement plans.

Minimum Training and Experience: High School Diploma; five (5) years of related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Entry level pay for this position is \$39,833 (\$19.15 per hour).

Interested persons should submit an application to Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528 or applications@cityofconway.com. Applications may be downloaded from the City's website at www.cityofconway.com or obtained from Human Resources at 223 Main Street, Conway, SC or the SC Department of Employment & Workforce Center at 200-A Victory Lane, Conway, SC. This position will remain open until filled.

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER