



**POSITION OPEN**

**FINANCE DEPARTMENT  
PART-TIME-ACCOUNTANT**

**Job Posting Date – July 10, 2017**

The City of Conway is seeking a qualified candidate for the position of Part-Time Accountant. Under general supervision and direction of the Finance Director, this position will provide general administrative support for Finance and Utility Billing. Duties will include but are not limited to: performs a variety of basic research and accounting activities; performs a variety of clerical functions, including data entry, filing and maintaining records; cross-trains on other duties and performs assigned tasks as needed; provides excellent customer service by effectively communicating in person, over the telephone, and in writing; uses financial software to collect and analyze financial and utility billing information; performs data entry while maintaining attention to detail and accuracy; review, balance, reconcile, and maintain accurate records of utility accounts; reconcile monthly bank statements; sort and distribute mail, add metered postage as needed; assist with the maintenance of the departments electronic records; assist Accounts Payable, Business License and Utility Billing; performs other duties as assigned or required.

**Knowledge, Skills and Abilities:** Proficient with computer keyboarding and Microsoft Office products (Word, Excel, Outlook). Extensive knowledge of Excel is a plus. Excellent phone, verbal, and written communication skills. Organization and time management skills. Speed, accuracy, and problem solving and analytical ability.

**Minimum Training and Experience:** Any combination of education or experience and education/training that would provide the required knowledge, skills and abilities. Must have the ability to establish and maintain effective working relationships with other employees and the public.

Entry level pay for this position is \$17.70 per hour.

Interested persons should submit an application and resume to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be obtained from the South Carolina Department of Employment and Workforce, 200A Victory Lane, Conway, SC 29526 or downloaded from the City's website at [www.cityofconway.com](http://www.cityofconway.com). The deadline to apply for this position will be .5:00 pm on Monday, July 24, 2017.

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