

Purchasing Clerk, City of Simpsonville

Category: Finance

Position hours: Monday – Friday 8:00am – 5:00pm

Requires a High School Diploma supplemented by a minimum of one year of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities

Under general supervision, meets and greets all customers. Answers incoming calls for City Hall. Posts all vendor invoices into Smart Fusion. Enters all new vendors into Smart Fusion after obtaining a current W-9. Processes all vouchers for payments weekly. Opens and/or sorts all incoming mail. Processes business licenses, construction permits, H/A. Reports to the Revenue Clerk and the Finance Director.

An employment application is available at www.simpsonville.com.

Position is open until filled. The City of Simpsonville is an Equal Opportunity Employer.