

# CHESNEE SOUTH CAROLINA



## Is Inviting Applications for the Position of City Clerk/Treasurer

The City Clerk will provide a variety of administrative and accounting work in the administration of the City government.



# Welcome to Chesnee

Welcome to Chesnee, our 100 year old city with hometown charm. We invite you to treasure shop at our resale shops in town or shop for new quality high-end merchandise at hometown prices from one of our many merchants. You can dine at one of our local restaurants for an affordable home-cooked sothern style meal, listen to live bluegrass bands at Homespun Entertainment, visit the Bantam Chef's 1950's Museum, or view and purchase art from local artisans at the Carolina Foothills Artisan Center. Just down the road 2 miles is historic Cowpens National Battlefield. Chesnee is surrounded by pick of the crop South Carolina farmers with roadside markets offering delicious locally grown fruit and produce.

# The City of Chesnee

# City Clerk/Treasurer Position

## GENERAL PURPOSE

The purpose of the role is to provide a variety of administrative and accounting work in the administration of the City government.

## SUPERVISION RECEIVED

Works under the general supervision of the City Administrator. Works a minimum of 40 hours weekly in the Clerk's office.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs bookkeeping functions for the City, including payroll, accounting functions.
- Maintains payroll records, including time cards, monthly, quarterly and yearly reports.
- Does reports to retirement, savings, 401k, and other related subjects.
- Performs data entry in all accounts. Receives payments, balances accounts, prepares bank deposits, reconciles bank accounts.
- Helps compile information for the auditors during the annual audit.
- Prepares utility bills bimonthly, enters data for new customers, enters water usage, calculates bills, mailing bills to customers. Prepares cutoff orders for customers who have not paid their bills.
- Administers the issuance of business licenses. Mails applications to merchants and others doing business in the City. Mails licenses. Sends letters or calls about overpayments or shortages.
- Drafts resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.
- Per South Carolina law, acts as custodian of records and keeps an extensive filing system.
- Assists with filing ordinances and resolutions of the council and helps to oversee the codification of ordinances into the municipal code. Maintains and updates city code book.
- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, and data processing.

## PERIPHERAL DUTIES

- Assists the Police Department in the Clerk of Courts absence.
- Attends seminars and workshops related to City Clerk's duties and responsibilities to further knowledge.
- In the absence of Administrator, prepares Council agenda, attends Council meetings, takes and transcribes minutes.
- Assists in the procurement of department materials and supplies.
- Other duties as necessary.

# The City of Chesnee

## City Clerk/Treasurer Position

### EDUCATION AND EXPERIENCE

- An associate's degree in business management, accounting, records management, or
- a closely related field, and Two (2) years of related experience; or
- any equivalent combination of education and progressively responsible experience.

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Skills in operation of listed tools and equipment.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to manage multiple priorities and meet deadlines.

### SPECIAL REQUIREMENTS

- Must be bondable.
- Must possess a valid state driver's license or be able to obtain one.



# The City of Chesnee

## City Clerk/Treasurer Position

### TOOLS AND EQUIPMENT USED

Typewriter, computer including word processing, spreadsheet and data base software, card reader terminal, 10-key calculator, phone, copy machine with scanner and fax.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of activities required and work environments encountered while performing the essential functions of this job.

- The employee is required to sit, talk and hear; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms.
- The employee is required to stand and walk.
- The employee is sometimes required to lift and/ or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the workplace is moderate.

### COMPENSATION

The starting annual salary for the City Clerk will be market competitive and based on the qualifications and experience of the selected candidate. Participation in the South Carolina Retirement System is included.

### HOW TO APPLY

Interested candidates must submit by e-mail a cover letter and resume no later than 5:00 p.m. on October 1, 2020 to: Trey Eubanks, Government Services Manager, Appalachian Council of Governments. Contact Trey at [teubanks@scacog.org](mailto:teubanks@scacog.org) or (864) 241-4631.

*The City of Chesnee is an Equal Opportunity Employer. The City of Chesnee does not discriminate based on race, color, religion, creed, sex, gender, sexual orientation, age marital status, or National Origin.*