

**Senior Accountant Clerk III  
Bamberg County Finance Department**

**Application Deadline: Friday, Sept. 25**

Bamberg County is accepting applications for a Senior Accountant Clerk III. This position under limited supervision is responsible for:

- Performing accounting functions;
- Processing payroll;
- Payroll reports—including FSA, quarterly and annual payroll reports to state and federal agencies;
- Preparing W-2s and 1099s;
- End-of-year reporting;
- General ledger accounting;
- Monitoring expenditures and revenues; and
- Assisting department heads in establishing appropriate accounting procedures.

This position will assist the Finance Director in preparing the county budget and will assist independent auditors in preparing year-end financial statements and in preparing the Comprehensive Annual Financial Report.

**Duties and Responsibilities**

- Prepares payroll and checks;
- Prepares accounts payables and checks;
- Supervises and monitors all expenditures and disbursements in accordance with budget appropriations;
- Maintains general accounting system for the county;
- Prepares and submits financial statements and reports to the County Administrator, Finance Director, County Council and department heads as requested;
- Prepares financial data for grants;
- Works with the Forfeited Land Commission under the direction of the Finance Director to research and develop properties; and
- Performs related duties as required.

This position requires a bachelor's degree in finance or accounting with a minimum of two years of responsible accounting experience, or any equivalent combination of education and experience which provides the knowledge, skills and abilities. A CPA is desirable.

**To apply, submit an application, a résumé and three references to:**

Bamberg County Human Resource Department  
PO Box 149  
Bamberg, SC 29003

Bamberg County is an equal opportunity employer.