

# City of Sumter



## **VACANT POSITION** Accounting Specialist I Finance Department

**Job Purpose:** Under limited supervision, performs various functions related to the operation and maintenance of the accounts payable system including but not limited to preparing accounts payable vouchers; issuing checks; maintaining and filing all invoices and other applicable supporting documentation; answering vendor inquiries both internally and externally; and other duties as required.

**Minimum Qualifications:** Associate's Degree in accounting and 2-3 years experience in accounts payable or any equivalent combination of education, training and experience that provides the required knowledge skills and abilities. Must possess excellent written and verbal communication skills; professional customer service skills; and excellent computer and typing skills.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov)  
to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150