

City of Sumter



JOB ANNOUNCEMENT

Assistant Office Manager Utility Finance

Job Purpose: Under limited supervision; to assist Office Manager to plan, organize and supervise the billing function of the Utility Finance Department. Reports to Utility Finance Officer Manager.

Minimum Qualifications: Associate's or Bachelor's degree in Accounting or Business. Must be organized and possess excellent follow up skills and have exceptional oral and written communication abilities. Must be proficient with Excel.

Deadline to Apply: Open until filled

Mail application from www.sumtersc.gov to:

City of Sumter Human Resources
PO Box 1449
Sumter, SC 29151