

City of Dillon



401 West Main Street PO Drawer 431
Dillon, SC 29536
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www.cityofdillonsc.us

The City of Dillon is accepting resumes for an Accounts Payable Clerk. The duties will include typing skills, writing letters, paying bills, receiving and posting daily cash deposits, answering the phone in the finance office. Will work with the water department as needed. Payroll entry and spread sheets needed for the finance office. Collection of lot mowing fees. Any additional duties that are needed in the finance office. Requirements needed are High School Diploma, some knowledge of municipal government, some accounting background, and handling of money. Must have a valid driver's license, must pass physical, drug screening, and background check. The City of Dillon is an equal opportunity employer. Resumes/Applications will be accepted until July 10, 2023. Please send resumes to the City of Dillon Finance Department, Post Office Drawer 431, Dillon, SC 29536. Attention: Janet Bethea or email jwbdillon@bellsouth.net.