

# *Town of Gilbert*

*345 Hampton Street, Post Office Box 71  
Gilbert, South Carolina 29054*

*John D. Reeder, III, Mayor*

*Council:*

*Donnie D. Cason*

*Patrick L. Carson*

*Cory M. Rish*

*Frederick J. Taylor*

## **NOTICE**

**The Town of Gilbert is accepting resumes for the parttime Clerk/Treasurer position.**

**If you are interested in applying, please forward your resume to [joann.derrick@townofgilbertsc.com](mailto:joann.derrick@townofgilbertsc.com).**

**Posting closes March 1, 2024.**

TOWN OF GILBERT  
JOB DESCRIPTION, FEBRUARY 2024

JOB TITLE: CLERK/TREASURER (PARTTIME)

GENERAL STATEMENT OF JOB

Under limited supervision, perform Clerk/Treasurer duties regarding all income and expenditures of the Town. Maintains various records/files, process various permits, and enter data into computer. Provide services in all areas of clerical and financial needs of the Town. No time schedule is maintained and work is performed at home. No office hours are maintained at the Town Hall.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Process all mail including all expenses and income of the Town. Required to balance all income and expenses on a continuous basis.

Maintain personnel records and process payroll, insurance, and retirement for all employees. Forward to payroll processing vendor.

Utilize Quick Books to maintain financial records of all transactions.

Maintain multiple bank accounts in order to be accountable for all money. Process monthly financial report for Council.

Process all applications for business licenses and mobile vendor licenses as well as yard sales. Issue all permits and licenses.

Receive, review, process, file and/or submit a variety of documents and phone calls related to operations within the town.

Record minutes of all Council meetings and generate a meeting agenda for all meetings of Council. Distribute and maintain all minutes and agendas for the Town.

Work with administrator in maintaining WEB page for town.

Submit monthly, quarterly, and annually required forms and reports.

Prepare annual operations budgets.

Interact, communicate and provide assistance to various individuals and groups including the general public.

Utilize various types of machinery and equipment including calculator, copier, shredder, scanner, computer, and general office supplies. Use computer software programs such as Microsoft Outlook, Word, Excel, Quick Books, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associates Degree preferred with computer knowledge and three to five years of clerical/ administrative experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.