

Financial Coordinator – City of Liberty, SC

Under general supervision, assists City Treasurer with all financial data, monitors transactions and prepares appropriate reports. Prepares and delivers various accounting reports for every individual project on a regular basis. Manages and reconciles financial projects appropriately. Monitors financial transactions and recommends ways to increase effectiveness of same with Treasurer. Maintains the database of records to ensure smooth transaction for all financial processes. Monitors all expenditures and performs required calculations for same. Provides support to account receivables as per Treasurer requests. Prepares regular productivity reports and evaluate for completeness and authenticity of information.

The Financial Coordinator will undertake a variety of responsibilities, including HR administrative duties and business licenses. The Financial Coordinator will facilitate daily HR functions like keeping track of employees' records, onboarding, and other duties. Business license responsibilities include collecting business license revenue and enforcing business license code compliance for businesses operating in City limits within the bounds of federal, state, and local laws. Ensure compliance through appropriate action of written notices and citations. Assist customers with questions regarding business licensing.

Additional responsibilities at the discretion of the City Treasurer, and or the City Administrator.

A minimum of two years' experience in finance, accounting, or applicable background. Computer skills to operate applicable departmental software. Must possess reliable transportation.

More Information:

Competitive salary and benefits package. For the complete job description, please visit <https://www.libertysc.com/government/employment/>. Please apply to: City of Liberty, Attn: Lisa Smith, Municipal Treasurer, PO Box 716, Liberty, SC 29657 or by e-mail at lsmith@libertysc.com. A resume, cover letter, and three references are required of all applicants.

Applications will be received no later than 5:00 p.m. January 14, 2022.