



**Horry County Solid Waste Authority  
Job Vacancy Announcement  
June 3, 2023**

**Clerk  
Finance Department  
Hiring Range: \$33,504.54 (16.11/hr) - \$35,514.82**

**General Requirements**

- Under general supervision, performs a variety of duties to provide support to the accounting and bookkeeping functions of the department. Provides clerical and administrative office support. Reports to designated Supervisor.
- Provides backup to the scale house.
- Prepares and prints purchase orders.
- Handles all activities related to the maintenance and quarterly billing of the Cardboard Container Rental Program To include contacting customers regarding delinquent accounts.
- Provides backup to the accountant to assist with accounts receivable customers to include handling customer questions and payments.
- Assists the Accounts Receivable Clerk and balancing daily deposits, reviewing previous days transactions from the scale house, entering manual tickets (i/e scrap metal tickets) and contacting landfill customers regarding delinquencies.
- Operates computer to input and retrieve data. Operates basic office machines including a copier, typewriter, calculator, multi-line phone system, and fax machine. Utilizes a two-way radio in communications with others outside of the department.
- Performs general accounting and bookkeeping duties.
- Performs routine office activities to include answering calls, taking messages, and/or routing calls to appropriate receiver, typing forms and correspondence filing receipts in proper folders and performing basic office housekeeping.
- Perform other related duties as assigned.

**Minimum Educational Requirements**

Associate degree in accounting or 3 years of related experience.

**How to Apply**

Applications can be picked up from the main office or downloaded from our website [www.solidwasteauthority.org](http://www.solidwasteauthority.org) . Please submit completed applications to Horry County Solid Waste Authority located at 1886 Hwy 90, Conway, South Carolina 29526. If special accommodations are needed to apply contact Human Resources at (843) 234-7014.

**Horry County Solid Waste Authority is an Equal Employment Opportunity Employer**