

Town of Bowman Administrative Department

POSITION: TOWN CLERK

Requirement(s): Bachelors/Associates Degree in Accounting/or Bookkeeping with at least 3 years of experience in secretarial or office administrative work.

The Town Clerk will oversee the day to day operations of the Municipal complex and Town under the direction of the Mayor and Town Council. This position includes but is not limited to assisting with the budget and managing finances, performing payroll and benefits functions, bookkeeping to include invoicing and monthly bank reconciliations, court administration, minutes, records management, licenses and permits.

PLEASE APPLY ON OR BEFORE JANUARY 15, 2024

Applications may be obtained at the Bowman Town Hall, 131 Poplar Street, Bowman, SC or on the web at – townofbowman.sc.gov