

REVISED - JOB OPPORTUNITY

Position: Director of Finance/Admin **Vacancy:** 011
Salary: D.O.Q
Dept: County Supervisor's Office
Work schedule: Mon – Fri, 8 a.m. – 5 p.m.

The Director of Finance and Administration will plan, direct, manage and oversee the Finance, Purchasing, and Human Resources activities, projects and operation of the County; will also coordinate assigned activities with other County Departments and outside agencies and provide support to the County Supervisor's Office.

Minimum Qualifications:

- Bachelor's degree or education and training equivalent to four years of college education in accounting, finance or closely related field
- Six years of progressively responsible professional experience in finance and administration, to include a minimum of two years at the mid-management level or higher
- Certification as a Certified Public Accountant, or comparable professional designated preferred

Qualified Candidates interested must submit a completed Williamsburg County Employment application along with resume' to:

Williamsburg County HR Dept
PO Box 330
Kingstree, SC 29556

Applications may be picked up from the Office of Human Resources, 201 W. Main Street, Kingstree SC or visit the County's website and download application @ www.williamsburgcounty.sc.gov. Applications accepted until position is filled.

If you have questions regarding this position, please contact the Williamsburg County Human Resource Office at 843.355.9321

WILLIAMSBURG COUNTY IS AN EEOC EMPLOYER

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