



Our Bookkeeper, Brenda, is Retiring!

Which means we're hiring

Job Description
Bookkeeper, Marketing, & Administrative Assistant

This position is a full-time position which reports to the Executive Director of the Gregg-Graniteville Foundation, and the Gregg Park Civic Center, Park Director. The hours are 8a.m. to 6p.m. Monday through Thursday. Health benefits are 100% paid by the employer. Vacation time is cumulative and sick leave is offered as well.

Responsibilities include, but are not limited to:

- **Bookkeeping responsibilities for the Gregg Park Civic Center include payroll and payroll taxes, cash management, and month end journal entries and bank reconciliation.**
- **Supervise front desk staff, assist with Foundation and Park events and administrative tasks. Also responsible for rentals of all rental spaces, and other administrative office tasks.**
- **Responsible internal advertising of Foundation and Park events, as well as external marketing such as website maintenance, social media presence and content, digital sign maintenance.**

High school graduation is required, a four-year degree is preferred but not required. Applicable work experience will be considered in lieu of a four year degree.

Email Resume's to Diana Silas dsilas@greggparkonline.com

Or Mail to: Gregg Park Civic Center

P.O. Box 418

Graniteville, SC 29829

Or Drop off at the Gregg Park Civic Center