



South Carolina  
REGIONAL HOUSING AUTHORITY No. 3

EMPLOYMENT OPPORTUNITY

HUMAN RESROUCE DIRECTOR/ACCOUNTING TECH

Duties include employee benefits administration, payroll processing and routine accounting. Must have at least 5 years of experience working in an office environment and be proficient in Word, Excel and have the ability to learn new systems. Payroll processing (ADP), accounting and/or experience with workers comp and health insurance procedures a plus. Valid South Carolina driver's license is required. Must be able to travel for training and conferences.

Submit resume by February 23, 2018 at 10938 Ellenton St, Barnwell, SC 29812, E-mail to [phutto@scrha3.com](mailto:phutto@scrha3.com) or mail to:

SCRHA#3  
P.O. Box 1326  
Barnwell, SC 29812