



**Position Open:**  
**Accounting Specialist**

The purpose of this classification is to assist City Finance Supervisor, by providing an advanced level of professional accounting expertise in accordance with government accounting principles. The individual in this position shall perform general and specialized accounting functions associated with accounts payable and/or utility billing functions. Employees in this position will provide information as requested; receive and process payments, billings, and/or refunds; deal with customers and vendors; prepare correspondence and reports; and maintain records. Employee will also cross train on Restaurant Tax Fund administration.

**Minimum Qualifications are below:**

- High school diploma or GED
- Associate's degree in accounting or financial planning; experience in office administration, billing, collections, and governmental accounting or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be bonded through the city.
- Bachelor preferred in accounting or finance

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431 until September 29, 2023. Applications are also available online at [www.madisonvilleliving.com](http://www.madisonvilleliving.com) and [www.indeed.com](http://www.indeed.com).

**The City of Madisonville is an Equal Opportunity Employer.**