



Position Open:
Part-Time Accounting Technician
Finance Department

The purpose of this classification is to assist the Finance Department in processing receipt of payments for City licenses and taxes; such as real estate, payroll, restaurant and net profit tax. Employees in this classification provide information to citizens regarding tax rates, payment information, and completion of forms; receive and process payments; prepare correspondence and reports; and maintain records.

Minimum Qualifications are below:

- Possess a high school diploma or GED equivalent;
- Possess and maintain a valid Kentucky Driver's license;
- Experience in accounting or 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.
- Knowledgeable in the use of Microsoft Office, specifically Excel preferred.
- Must be bonded through the city.

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431 until August 2, 2024. Applications are also available online at www.madisonvilleliving.com and www.indeed.com.

The City of Madisonville is an Equal Opportunity Employer.