



## **Position Open:** **Staff Accountant**

The City of Madisonville is looking for a motivated accounting professional to join our Finance Department. The ideal candidate will be an experienced accountant with exceptional communication skills who can work successfully in a team environment or independently. This individual will have a strong foundation in accounting, internal controls and regulations applicable to a municipal finance department. The individual will also have a background in municipal finance or experience with an accounting firm who audited municipalities.

This position will perform governmental accounting tasks that involve the processing of financial transactions in accordance with GAAP and GASB, including the analysis, classification, review and reporting of financial data with a high level of accuracy. This position maintains and oversees financial data, manages grants, tracks payroll and generates financial reports for analysis. This position will assist with the various payroll, accounts receivable, and accounts payable activities conducted by the Finance Department. This position is responsible for analyzing and reconciling expenditure and revenue accounts and coordinating various accounting records with information received for data processing. This position will assist in recording capital asset activity and gathering data for inclusion and compilation of the City's Annual Comprehensive Financial Report (ACFR) as well as numerous other internal and external reports. This position requires continuous, close attention to detail and processing procedures in order to obtain accurate results in preparing the final work product.

### **Minimum Qualifications are below:**

- BA/BS in Accounting, four (4) years of professional experience in governmental accounting, audit, and income tax experience; or any equivalent combination of education training, and experience which provides the requisite knowledge, skill, and abilities for the job.
- Two years of experience in year-end or closing work and financial statement preparation. Municipal government experience preferred.

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431. 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.**