

The City of Falmouth is seeking to fill an **ACCOUNTS PAYABLE/RECEIVABLE CLERK**

The City of Falmouth is seeking to hire for the position of an ACCOUNTS PAYABLE/RECEIVABLE CLERK. Position may be full or part time. Duties will include but are not limited to: Provide customer service to utility customers as needed, assist with General Ledger accounting practices as needed, maintain accounts payable, prepare general invoices and billing, perform other duties as needed.

Candidate must have the ability to communicate effectively both orally and in writing. Ability to operate standard computer software. Some basic knowledge of record keeping and methods as applicable to a municipal setting, working knowledge of applicable laws, standards, and regulations relating to practices of the City upon being trained. Must have training in or have the ability to learn how to operate City BUCS accounting systems; Must have training in or have the ability to learn how to operate City CUBIC utility system. Must possess basic mathematical skills in addition, subtraction, percentages, multiplication, division, and any other applications necessary to the position. Must have a high school diploma or equivalent GED certification. Two or more years of experience in an office setting preferred.

Salary commensurate with skill set. Minimum starting pay will be \$16/hour. Health insurance and life insurance paid in full by employer, plus retirement benefit. 12 paid holidays, vacation and sick days after probationary period.

Interested parties can apply on-line at the City website: www.cityoffalmouth.com or pick up an application at City Hall. Mail to: City of Falmouth 230 Main Street Falmouth, KY 41040 or can be put in drop box at City Hall Attn: City Clerk or email rwilliams@cityoffalmouth.com The City of Falmouth is an Equal Opportunity Employer.

Applications will be accepted through April 19th.