



The City of Paris is currently accepting applications for the position of **Accounting Technician – Accounts Payable / Payroll**. Please apply through Indeed or submit your application to HumanResources@paris.ky.gov. More information is available at www.paris.ky.gov. The City of Paris address is 525 High Street Paris, KY 40361

JOB SUMMARY

This position performs responsibilities and specialized operations related to payroll, vendor accounts, billing, and purchasing for the City of Paris. Employee is responsible for the timely and accurate payroll accounting and processing of all employees. Employee is responsible for processing and tracking invoices for both general fund and utility funds. Employee will be responsible for communicating with and working with all department heads to properly maintain all accounts.

Minimum Qualifications:

- Graduation from an accredited high school or its equivalent (GED). Associate degree preferred.
- Minimum two years' experience in an office setting and/or working with customers.

Anticipated hiring rate between \$40,000 - \$43,000.

THE CITY OF PARIS IS AN EQUAL OPPORTUNITY EMPLOYER.