

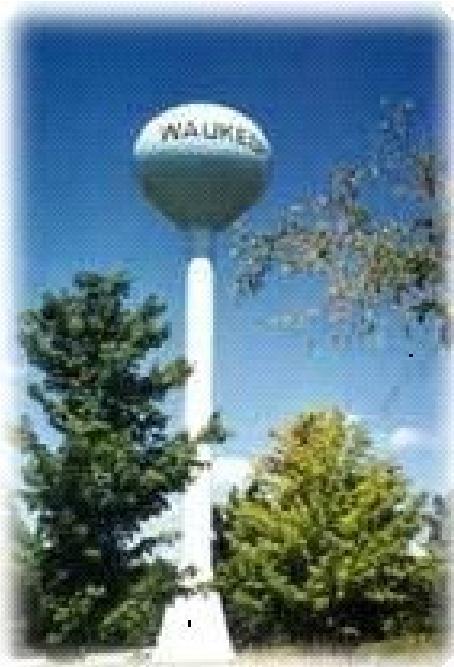
# WE'RE HIRING

*Don't let this one pass you by!*

**WAUKESHA WATER UTILITY**  
Serving Waukesha Since 1886

## ***Accounting Assistant***

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*An internal promotion has made this full - time position available! We offer competitive pay and a great benefits package that includes insurance, state pension, and a generous PTO schedule.*

*On the accounting team, you'll process accounts payable and receivable, reconcile bank balances, and general ledger accounts. You'll also help our customer service team assist customers with billing and water service questions.*

*If you are detail orientated, have good communication skills, are proficient in Microsoft Excel and accounting software programs, please apply. An associate degree in accounting is required, plus 3-5 years related accounting experience. Municipal experience is a plus, but not required.*

***Starting Pay from \$30 - \$35 per hour, depending on qualifications.***



WAUKESHA WATER UTILITY  
115 Delafield Street  
Waukesha, Wisconsin 53188

\* \* Visit [www.waukesha-water.com](http://www.waukesha-water.com) to learn more about us and to view the job description\*\*

## **JOB DESCRIPTION**

**JOB TITLE:** Accounting Assistant

**FLSA STATUS:** Hourly

**DEPARTMENT:** Administrative

**SUPERVISOR:** Administrative Services Manager

**PURPOSE OF JOB:**

Under the supervision of the Administrative Services Manager, maintain accounting records and budget comparisons and provide monthly financial reports. Perform other tasks to cooperate with others and respond to emergencies as required or assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Process/balance/reconcile monies received.
2. Analyze/post/balance accounts payable.
3. Analyze/invoice/post/balance accounts receivable.
4. Analyze and close service work orders and customer charge work orders.
5. Reconcile and do journal entries for utility bank accounts
6. Approve and post journal entries to the general ledger.
7. Answer/direct customer inquiries and complaints.

**LICENSES OR CERTIFICATIONS:** None

**SKILLS AND EDUCATION:** Associate degree or equivalent in accounting with course work through intermediate accounting. Prior accounting and computer experience of three to five years with skills in standard office equipment, Microsoft Office, and accounting software programs at an intermediate level are required. Basic word-processing and knowledge of PSC requirements in utility accounting and GASB is desirable.

**NORMAL DUTY HOURS:** Monday – Thursday 7:30 a.m. to 4:30 p.m., Friday 8 a.m. – Noon. Additional time may be required outside normal duty hours to complete assigned work or to assist other office personnel.

**REQUIRED JOB STANDARDS:**

1. Physical requirements as necessary to meet essential function of the job including ability to sit and use standard office equipment, computer workstation, including keyboard and visual display terminal for extended periods of time
2. Manual dexterity as required for standard office machine operation, filing, paper handling, etc.