

JUNIOR ACCOUNTANT POSITION – Immediate Opening Available

The Dutchess County Water & Wastewater Authority is seeking an experienced professional to join our team as a Junior Accountant.

This is a technical position responsible for assisting the Finance Director in basic phases of the accounting and auditing processes for a water and wastewater utility. Applicants should be familiar with accounting, budgeting and reporting in a public/governmental environment.

Typical work activities include;

- Prepares and reviews postings for payments of goods and services,
- Verifies, classifies and codes financial transactions to general ledger,
- Performs monthly bank reconciliations,
- Prepares quarterly reconciliation and billing for large commercial customers,
- Researches fiscal data required for the preparation of management reports,
- Acts as back up and support for accounts payable and accounts receivable clerks,
- May supervise the work of subordinate personnel in the Finance Director's absence.

Minimum Qualifications;

- Bachelor's degree which included or is supplemented by the completion of at least 18 credit hours in accounting; OR
- Completion of a minimum of 60 credit hours at an accredited college/university which included a minimum of 12 credit hours in accounting AND two years paid work experience in the performance of complex account keeping or bookkeeping duties which included the preparation of trial balances; OR
- Graduation from high school or possession of an equivalency diploma AND 4 years of experience as described above.

This is a full-time 40 hour/week position based at the DCWWA's administrative offices at 1 Lagrange Avenue in the Town of Poughkeepsie.

Permanent appointment to the position is subject to civil service examination.

Please submit a cover letter and resume to:

Finance Director
Dutchess County Water and Wastewater Authority
1 Lagrange Avenue
Poughkeepsie, NY 12603

or Email to dcwwa@dutchessny.gov – Attn: Finance Director

For more information on the Dutchess County Water & Wastewater Authority - www.dcwwa.org