



CENTENNIAL
WATER AND SANITATION DISTRICT

Position Announcement Accounting Assistant III

Centennial Water and Sanitation District is currently seeking a self-motivated, detail oriented individual to fill our Accounting Assistant III position. Successful applicant must have the ability to perform a variety of routine and complex accounting duties.

This is a full-time position working forty (40) hours per week, Monday through Friday. Some evenings and weekend hours may be required as needed.

The Accounting Assistant III duties include but are not limited to the following:

- a) Responsible for reconciling all District bank accounts.
- b) Input of monthly journal entries
- c) Assist in monitoring purchases for compliance according to the District's Standard Operating Policies and Procedures.
- d) Process Mansion Event Refunds
- e) Prepare monthly Mansion journal entries
- f) Prepare quotes for system development fees and tap fees.
- g) Prepare monthly journal entry for system development and tap fees.
- h) Assist with data entry and reporting of Fixed Assets.
- i) Reconcile yearend operation and capital additions to fixed assets.
- j) Prepare yearend fixed assets journal entries.
- k) Manage licenses for fleet.
- l) Assist with monthly financial expense reporting.
- m) Backup for Accounts Payable and Accounts Receivable.
- n) Assist Accounting Manager with audit preparedness.

Applicants must have either a degree in finance or accounting from an accredited university or five years of finance or accounting related experience, or any equivalent combination of related education and experience.

To apply for this position, please click [HERE](#)

Salary is commensurable with experience. Excellent benefits are included.

Applications will be accepted until the position has been filled.

Job Posting No. 2018-022

May 24, 2018