



CENTENNIAL
WATER AND SANITATION DISTRICT

Position Announcement Accounting Assistant I

Centennial Water and Sanitation District is seeking applications for an Accounting Assistant I position. Duties include accounts payable processing, data entry, weekly check runs, month end A/P journal entries, administrative staff cell phone ordering and replacements, process seasonal personal service contractors via ADP, prepare year end reconciliations and other misc. accounting duties. Applicant must be detail oriented, accurate and a strong team player with great customer service skills.

At a minimum, applicants must have 1-2 yrs. A/P experience, general knowledge of governmental accounting, PC experience, working knowledge of Microsoft Excel, Word and Windows operating systems. High school diploma/GED is also required.

A valid Colorado driver's license and acceptable motor vehicle record are required.

Pre-employment screening, which includes background check, drug screen and motor vehicle record check will be performed for all candidates who are offered employment.

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

Applications will be accepted until the position has been filled.

Minimum starting wage is \$20.16 – \$21.94 per hour. Excellent benefits, which include health insurance, paid time off and retirement savings options are included.

Job Posting No. 2021-001
January 12, 2021