



ARIZONA WATER COMPANY

ACCOUNTANT I

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking an Accountant I for its Finance Department located in the Phoenix Corporate Office.

The Accountant performs professional accounting work involving the review of source documents used for accounting, the maintenance of ledgers, registers or other records of initial entry, the maintenance of control accounts, and the preparation of periodic and special financial reports. The Accountant's work is performed under direction of the Accounting Manager according to established accounting principles and Arizona Corporation Commission policies.

Responsible for a variety of tasks and duties, which may include, but are not limited to:

- Prepare and enter several Journal Entries monthly, including Revenue, Payroll, Clearing Accounts and others
- Account reconciliations
- Prepare and maintain computerized accounting data using Great Plains, Excel, Smart Client, Ariett, and IBM AS400
- Prepare the Annual Arizona Corporation Commission Report working with Operations and Engineering to obtain all necessary data
- Assist with bi-weekly Payroll processing, Financial Data Requests and Accounts Payable
- File and maintain Accounting Department records and log location of critical documents
- Assist with annual external audit

Skills, knowledge and physical requirements include, but are not limited to:

- Proficient with Microsoft Excel
- Knowledge of Accounting practices and the ability to analyze business transactions
- Proficient with 10-key calculator
- Knowledge of Great Plains, Smart Client, and Ariett software, a plus
- Able to effectively communicate verbally and in writing
- Able to perform repetitive physical activities such as walking, sitting, standing, bending, stooping, reaching, keyboard use, and be able to lift, push or pull up to 40 pounds

Required education, certification or licensing, training and experience:

- High School Diploma or Equivalent
- Minimum of one year experience in general accounting
- One year of experience with spreadsheet development and maintenance using Excel
- Valid Arizona driver's license and acceptable driving record

The Company offers a competitive wage and benefit package, including company-paid medical, vision, dental, holidays and vacation, and 401(k).

Send detailed resume and employment application to awc-hr@azwater.com.