



## **ARIZONA WATER COMPANY**

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### **Accountant I**

Arizona Water Company, an investor-owned utility in the Phoenix area is currently seeking an individual to work as an Accountant I in the Finance Department.

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 would not be limited to, the following:

- 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 software, and using the AS400.
- Prepare the Annual Arizona Corporation Commission Report working with Operations and Engineering to obtain all necessary data.
- Assist with bi-weekly payroll processing
- Assist with A/P when necessary
- Assist Rate Case Department with data requests
- Track and log vehicle fringe benefits
- 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 the following:

- Must be proficient with Excel
- Knowledge of Accounting practices and ability to analyze business transactions
- Competent with 10-key calculator
- Great Plains, Smart Client, and Ariett software knowledge a plus but not required
- Able to perform repetitive physical activities, including walking, sitting, standing, bending, stooping, reaching, and using a computer keyboard
- Able to communicate orally and in writing
- Able to remain in a sitting position for long periods of time
- Able to lift, push or pull up to 40 pounds

Required education, training, and experience:

- High school graduate or equivalent.
- Minimum one-year experience in general accounting, which included significant spreadsheet development and maintenance
- Experience in Excel
- Valid Arizona driver's license and acceptable driving record.



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The company offers a competitive wage and benefits package, including company-paid medical, dental, life and LTD insurances, as well as holidays, vacations, sick leave, and 401(k) plan.

Send detailed resume and application to: [awc-hr@azwater.com](mailto:awc-hr@azwater.com)