

June 25, 2024

Accounting Specialist

Water Management Services Inc. (WMS) is a private professional utility management company dedicated to successfully operating and managing public water and wastewater systems by contract. Established in 2003, WMS is approaching its 20th year of operation.

Position Overview: The successful candidate will assist WMS with financial reporting of the corporation and the water and wastewater systems where full-service management is provided. Responsibilities include:

- Accounts payable and receivable
- Bank account reconciliations
- Preparing and making deposits
- Utility financial reporting needs
- Generating and reviewing monthly financial reports
- Assisting with the WMS annual audit as well as audits of the contract water and wastewater systems
- Payroll processing
- Ensuring compliance with tax requirements for monthly and annual reporting

Qualifications:

- Proficient in QuickBooks accounting software and Enterprise, Microsoft Excel, and Microsoft Outlook (minimum 3 years of experience)
- Associate or bachelor's degree in accounting or a related field, or 10+ years of equivalent accounting experience
- Excellent attention to detail and accuracy in entering financial data
- Deadline-driven with excellent time management skills; ability to multi-task
- Strong communication skills
- Ability to maintain confidentiality
- Understanding of GAAP accounting principles
- Strong math and financial research skills; ability to identify and correct errors in financial reporting promptly
- Ability to work well with others

Employee Benefits:

- 100% Individual Health Insurance, 75% Family Health Insurance – BC/BS
- Simple IRA Plan
- Sick Leave: earned at the rate of 8 hours per month, accumulative up to 960 hours
- Vacation: 2 weeks after one year of employment; 3 weeks after five years
- 13 paid holidays annually

Work Conditions: This is a salaried position, and work must be performed on-site at 2576 Bell Road, Montgomery, AL. This position is not offered for remote work.

Application Instructions: For more information, please email and send your resume to khorn@wmsal.com and hr@alruralwater.com.