

Senior Accountant

The Dripping Springs Water Supply Corporation (DSWSC) is seeking to hire an outstanding and dependable individual to join our dedicated team. This full-time position includes family health benefits after 90-days and a matching Simple IRA contribution up to 3% after 6-months.

Job Summary:

This challenging position encompasses all aspects of utility billing including, but not limited to: accounting, bookkeeping, collection, payroll and timesheets, compiling and creation of monthly Board meeting packets, annual audits, reconciling banking & credit cards, billing and accounting for all reservation fees, ACH, water and connection reporting, answering HR questions, health and auto insurance questions and handling claims and submissions. This position will also be responsible for: setting up new employees with forms, collection of ID and enrollment in all types of benefits, W-9's, reporting new employees to OAG, completing and submitting tax forms as required, IRS reporting as required, filing annual reports with TCEQ, budget assistance, and submitting documentation to TWFC as required. Additional tasks will be required including, but not limited to, research, creation, and operating tracking systems and other tasks as assigned. Public interaction will include in-person, telephone, and email.

DSWSC is looking for a dynamic, highly knowledgeable, adaptive team player with a strong customer service-oriented attitude. The ideal candidate should have a willingness to service the public in a professional and friendly manner. If you feel you have what it takes to bring our accounting department to the "next level" we look forward to hearing from you.

Responsibilities and Duties include, but are not limited to:

- Perform all utility billing, general accounting functions, bookkeeping, collection, verification, receivables, annual audit, deposits, journal entries, and financial reports
- Process builder and group billing
- Process timesheets, payroll, and invoicing
- Assist with running monthly utility billing, reconcile financial discrepancies
- Assist Customer Service with answering daily phone calls and processing and collection of payments
- Assist in processing daily mail
- Assist with end-of-day closing, forwarding phones to answering service, end of month closing
- Other duties as assigned by General Manager

Skills:

- Strong technical accounting and analytical skills, thorough understanding of accounting principles and practices, and attention to detail
- Ability to prioritize and complete tasks as assigned in a timely manner
- Professional communicator with clear and concise interaction
- Hard working, of good character, and quick learner

Education Required:

- Bachelor's degree in accounting from an accredited university or college, or
- Associate's degree in accounting
- Five (5) years of proven experience in accounting

Hourly Rate Range: \$26 – \$36

Resume Required:

Submit resume and 3 references to: rickb@drippingspringswater.com or by mail to:

Dripping Springs Water Supply Corporation
Attn: Rick Broun
101 Hays Street, Suite 416, Dripping Springs, TX 78620