



Northern Westchester Joint Water Works

2065 East Main Street
Cortlandt Manor, NY 10567-2618
☎ Phone: 914-737-3558 ☏ Fax: 914-737-7344

POSITION AVAILABLE - ACCOUNTANT

The Northern Westchester Joint Water Works (NWJWW) a municipal joint venture of the Towns of Cortlandt, Yorktown, Somers, and the Montrose Improvement District, is located in Cortlandt Manor, Westchester County, New York and is seeking an Accountant.

The NWJWW operates two 1A water treatment facilities, and manages water distribution systems for several communities. Under the direction of the Business Director, the Accountant position will assist in performing business oriented activities by its' employees on staff, including but not limited to accounts receivable and payable, payroll, water utility billing, cash management, and accounting. This position will have immediate supervisory responsibility for office support staff. Please see the job description below for specifics and for the minimum qualifications.

In accordance with County of Westchester Civil Service regulations, the appointment of a qualified individual will be in a provisional status. The appointee will be required to participate in the civil service exam when it is announced, and will need to be reachable for permanent appointment from the established list. The cost of the exam is currently \$40.00.

The work week is Monday through Friday, 8:30 a.m. – 4:30 p.m., and the annual salary range for this position is \$90,000 - \$100,000.

The NWJWW is an Equal Opportunity Employer and encourages all qualified applicants to apply.

Interested parties should forward their letter of interest and resume by October 11, 2024 to the attention of:

Catherine Paget, Business Director
Northern Westchester Joint Water Works
2065 East Main Street
Cortlandt Manor, NY 10567
Fax 914-737-7344
personnel@nwjww.com

EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance of all books of account and subsidiary records;

Prepares financial statements and reports;

Assembles and analyzes financial and statistical information for use in reports and other studies;

Prepares or assists in the preparation of annual budget;

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Confers with account clerks and other clerical employees on problems involved in work;

Prepares trial balances;

Reconciles bank statements;

Audits books of accounts periodically;

Supervises bi-weekly payroll preparation, calculates employee benefit deductions and time benefit accruals; prepares related tax deposits and tax returns in accordance with IRS and other government agency rules and regulations.

Provide general supervision of computerized water billing to staff to ensure compliance with established water billing schedules.

Takes the lead role in setting up and maintaining computerized systems for accounting, accounts payable, water billing and payroll, and resolves problems.

PREFERRED SKILLS: Proficient in using KVS financial software, and two (2) years experience in government accounting with one year of supervisory experience.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern accounting and auditing principles, procedures, terminology, equipment, records, and reports; good knowledge of office procedures and practices; ability to prepare, maintain and analyze statistical and financial reports; ability to understand and carry out complex oral and written instructions; ability to plan, layout, and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Finance or closely related field of study which must have included 24 credits in Accounting, and two (2) years of experience where the primary function of the position was professional accounting or auditing.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Finance or closely related field, may be substituted for one (1) year of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.