**Job Title:** Assistant Bookkeeper/Accounts Receivable Clerk

**Company Name:** Washington Municipal Utilities

**Location:** Washington, IN

**Job Type:** Full-time

**Job Description:** Washington Municipal Utilities is seeking a dedicated and detail-oriented Bookkeeper/Accounts Receivable Clerk to join our team. The ideal candidate will thrive in a fast-paced environment and be comfortable working with multiple department heads and the Mayor. This role is crucial in maintaining accurate financial records and ensuring the smooth operation of our financial processes.

**Key Responsibilities:**

* Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
* Perform all activities related to the accounts receivable function including invoicing, deposits, collections, and revenue recognition
* Conduct reconciliation of all accounts on a monthly and as-needed basis
* Monitor utility expenses and enter cash receipts
* Collaborate with multiple department heads and the Mayor to ensure accurate financial reporting
* Assist with year-end financial audit activities and other duties as necessary

**Required Qualifications:**

* Proven bookkeeping and accounts receivable experience
* Solid understanding of basic bookkeeping and accounting principles
* Proven ability to calculate, post, and manage accounting figures and financial records
* Data entry skills along with a knack for numbers
* Hands-on experience with spreadsheets and accounting software
* Proficiency in MS Office
* High degree of accuracy and attention to detail
* Ability to work in a fast-paced environment and manage multiple tasks simultaneously

**Preferred Qualifications:**

* 2+ years experience in Accounting, Finance, or related field
* Experience with QuickBooks or similar accounting software

**How to Apply:** You may apply online at [www.washingtonin.us](http://www.washingtonin.us) or by completing and application and submitting a resume at the Mayor’s Office located at 200 Harned Ave, Washington, Indiana 46036.