

Check out this classified ad, [Accounting Clerk \(part-time\)](#)

Accounting Clerk (part-time)

The Regional Water Authority is seeking a part-time Accounting Clerk to join our team. The Accounting Clerk will perform daily activities related to supporting the accounts payable (AP) function, as well as general clerical duties to support the accounting and finance department. We expect dedication and high-quality work from our employees. In turn, we provide competitive pay, a robust benefits package, training, development and opportunities for advancement. If you are ready for a fast-paced position with growth potential, contact the Regional Water Authority with your application.

Job Responsibilities:

- Process accounts payable invoices for payment by keying invoices into Great Plains and through an automated scanning software system
- Filing of AP related documents and other filing requirements of accounting & finance staff
- Back-up to Accounting Assistant, especially related to performing weekly check run
- Assist as requested with other duties to support the accounting and finance department

Job Qualifications:

- High School diploma or equivalent
- 3 - 5 years' experience in an office environment
- Accounts payable experience (Great Plains experience preferred)
- Must be organized with strong attention to detail
- Ability to communicate professionally with employees and vendors
- Ability to learn a new automated accounts payable processing system and assist in training new end users
- Experience with or the ability to learn Microsoft Excel

The RWA is seeking candidates that reflect our STARS Values: Service, Teamwork, Accountability, Respect and Safety.

To apply, please visit the Regional Water Authority website at <https://www.rwater.com/about-us/work-with-us>

Human Resources

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AA/EO Employer

M/F/H/V

