

West Des Moines Water Works



Accounting Assistant

Pay Rate: Dependent on experience

\$26.61 - \$29.10 /hr

Application review begins: Sept 25, 2026

West Des Moines Water Works is accepting applications for an Accounting Assistant. Under general supervision, performs a variety of accounting, payroll, accounts payable, accounts receivable, and administrative support functions to assist in the efficient operation of the Accounting Department.

Duties and Responsibilities:

Accounts Receivable:

- Delivers daily deposit to bank
- Records drop-box payments in the A/R program
- Processing of non-sufficient payments (NSF's)
- Create and send lien letters to property owners and the associated counties
- Customer assistance with invoice inquiries
- Preparation of miscellaneous sales and water supply connection fee invoices

Accounts Payable:

- Research of open purchase orders
- Balance and record credit card statement activity
- Processes refunds for customer water accounts
- Accounts payable entry

To view the complete job description and to apply, please visit

<https://www.wdmww.com/employment.aspx> :

West Des Moines Water Works

Attn: Employment

1505 Railroad Avenue

West Des Moines, IA 50265

Or email to: employment@wdmww.com

West Des Moines Water Works is an Equal Opportunity Employer