

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-1271
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

Accountant – City of Plymouth is seeking an enthusiastic, team player for the position of Accountant. Under the general supervision of the Finance Manager, the Accountant will perform a variety of duties for the Utility and the City of Plymouth, including processing payroll, daily bank deposits, monthly and annual accounting, financial reporting, assisting with the annual audit and regulatory filings. This position will also assist in stream-lining the accounting and business processes across the organization.

This is a great opportunity to gain experience in Utility, Municipal (Fund), and General Accounting, as well as supporting and leading positive change. Applicants must have strong communication and problem-solving skills with an attention to detail and the ability to balance shifting priorities, along with a willingness to learn. Knowledge and experience in enterprise business and accounting systems and Microsoft applications is preferred. Associates or Bachelor's Degree (Bachelor's preferred) in Accounting, Finance, Business Administration or related field is preferred. Wages based on qualifications. Benefits include: health, life insurance, sick leave, vacation benefits, WI State Retirement plan, paid time off and holidays, etc.

To apply, send your resume, cover letter and three (3) professional references to Plymouth Utilities, Leah Federwisch, Human Resources Specialist, PO Box 277, Plymouth WI 53073 or by email to hr@plymouthgov.com. You can also find information on the City's website at www.plymouthgov.com. Select Citizen Info and then Employment. The position is open until filled with the initial review of applicants on May 10, 2021. The City of Plymouth is an Equal Opportunity Employer.