

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

Staff Accountant - Plymouth Utilities is looking for an enthusiastic, team player to join us as a Staff Accountant. This position will perform a variety of duties for the Utility and the City of Plymouth, including day-to-day accounting functions, monthly and annual close processes, preparation for the annual audit, and assisting with annual 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 be a strong multi-tasker, have experience with Microsoft applications, and a willingness to learn. Knowledge of Civic Systems software is beneficial, but not required. Associates Degree in Accounting is required or a Bachelor's Degree 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. To apply online, select the NEOGOV link. The position is open until filled with the initial review of applicants on February 27, 2020. The City of Plymouth is an Equal Opportunity Employer.