

Administrative & Accounting Consultant – Full-Time

Colorado River Sewage System Joint Venture (CRSSJV)

Location: Parker, Arizona

Employment Status: Full-Time

Compensation: To Be Determined

Position Summary

Colorado River Sewage System Joint Venture is seeking an experienced **Administrative & Accounting Consultant** to provide accounting, financial, and administrative support to the organization.

This position will work closely with the General Manager, Office Manager, administrative staff, Board of Directors, accountants, auditors, and outside agencies.

Primary Responsibilities

- Assist with accounting and financial reporting.
- Assist with preparation and review of monthly and annual budgets.
- Assist with preparation of detailed financial reports.
- Review financial records for accuracy and completeness.
- Assist with accounts payable and accounts receivable functions.
- Assist with bank reconciliations and review of financial transactions.
- Assist with identifying and resolving financial discrepancies.
- Assist with monthly and year-end financial reporting.
- Prepare and organize documentation requested by accountants and auditors.
- Assist with Board meeting financial reports and supporting documentation.
- Assist with outside agency reports, documentation, and information requests.
- Assist with organization and maintenance of administrative and financial records.
- Assist with administrative and accounting procedures as needed.
- Provide administrative support to the General Manager and Office Manager.
- Assist with maintaining continuity of financial and administrative operations.
- Maintain confidentiality of financial, employee, customer, and organizational information.
- Other duties as assigned.

Qualifications

- Experience in accounting, bookkeeping, financial administration, or a related field.
- Experience preparing and reviewing financial reports and budgets.
- Knowledge of accounts payable, accounts receivable, and bank reconciliation procedures.
- Strong organizational and analytical skills.
- High attention to detail and accuracy.
- Ability to identify and resolve discrepancies.
- Strong written and verbal communication skills.
- Proficiency with accounting software, spreadsheets, Microsoft Office, and standard office technology.
- Ability to maintain confidentiality and exercise professional judgment.
- Ability to work effectively with management, staff, accountants, auditors, Board members, and outside agencies.

Compensation

Compensation: To Be Determined

Colorado River Sewage System Joint Venture is an equal opportunity employer.