



The North Wales Water Authority (NWWA) is currently accepting applications for an Accounting Administrative Assistant. This position performs various duties, including activities such as scanning, filing, data entry, and assisting the accounting department. Also, the position will work as part of a team on a wide range of projects and special initiatives.

Qualified applicants must have at a minimum, a high school diploma and must be familiar with Microsoft Office Suite (Word, Outlook & Excel). Qualified applicants must also have a valid Pennsylvania Driver's License and successful completion of a background check, physical and drug screen.

The NWWA provides a competitive compensation commensurate with experience, including an excellent employee benefits program as follows:

**NWWA BENEFIT SUMMARY** Full-time employees are eligible for the following:

- Affordable health benefits including medical, dental and vision coverage
- Life insurance
- Short- and Long-Term Disability Insurance
- 401(k) plan with a company match
- Tuition reimbursement program and continuous education opportunities
- Paid time off allowance that increases with tenure
- 10 paid holidays
- Employee Assistance Program
- Uniform allowance for qualifying positions.

The salary range for this position is \$23-\$25 per hour. This is an In-Person position.

Interested parties should obtain an employment application, questionnaire and related information online at [Employment / Careers - North Wales Water Authority](#) . Application deadline is September 20, 2024, unless extended by the NWWA. No telephone inquiries accepted.

All applications will be held in confidence. The NWWA is an equal opportunity employer.