



DEDHAM-WESTWOOD WATER DISTRICT
50 Elm Street, Dedham, Massachusetts 02026

Notice of Job Opening

The Dedham-Westwood Water District is seeking qualified candidates for the position of Payroll & Accounts Payable Administrator. The successful candidate will be primarily responsible for processing weekly payroll, calculating and posting business transactions, processing invoices, and verifying financial data for use in maintaining the integrity of the account payable records. Other duties include maintaining the accounts payable database and making and receiving phone calls and correspondence with vendors. Qualified candidates should be detail-oriented, have strong communication skills, and 1-3 years' experience in payroll and accounts payable with a college degree. This is a full-time position, 40 hours per week.

Please mail your cover letter and resume to the Dedham-Westwood Water District, 50 Elm St., Dedham, MA 02026 or email to blukis@dwwd.org. The position will remain open until a suitable candidate is chosen.

For a full job description, please visit www.dwwd.org/employmentvacancy

About Dedham-Westwood Water District (www.dwwd.org)

The Dedham-Westwood Water District (DWWD) is the Public Water Supplier to the Towns of Dedham and Westwood. The District was formed as a government body in 1985 and is governed by a six-member Board of Water Commissioners appointed by the Select Boards of the two towns.

The Dedham-Westwood Water District is an equal opportunity employer dedicated to building an inclusive and diverse workforce.