

THE YORK WATER COMPANY
Job Description

JOB TITLE: Accounting Manager

EXEMPT: Yes
DIVISION: G&A
LOCATION: Main Office or other
company locations as assigned.

REPORT TO: Chief Financial Officer
DEPARTMENT: Accounting

PREPARED BY: Human Resources
APPROVED BY: Chief Financial Officer

DATE: August 2023
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SUMMARY: Responsible for the effective management of the financial operations of the Company, ensuring regulatory compliance and efficient processes for payroll, accounts payable, and accounts receivable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for preparation of balance sheet, income statements, as well as monthly support schedules and data.
2. Responsible for preparation and submittal of weekly, monthly, and annual payroll functions including withholding reports to regulatory agencies.
3. Responsible for understanding, interpreting, and conforming with the uniform system of accounts as required by the PA PUC.
4. Maintain analysis of accrued items so the Company can meet its quarterly, semiannual, and annual obligations such as accrued interest payments on notes, bonds, etc.
5. Prepare quarterly and annual reports to the PUC for review by the Chief Financial Officer and President/CEO.
6. Complete schedules as required by external auditors for preliminary and year-end audits.
7. Prepare various schedules required for annual reports and rate cases.
8. Receive, receipt and properly record all monies by the Company from any source and through appropriate accounting roles.
9. Prepare tariff supplements for DSIC and STAS as required.
10. Prepare and file quarterly and annual SEC reports.

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11. Ensure proper recording and refunding of customer advances.
12. Receive, process, adjust and otherwise handle all complaints regarding the accounting function under incumbent's jurisdiction.
13. Reconcile all bank accounts and make periodic payments as necessary.
14. Ensure a timely closing process in order to meet monthly Board Meeting deadline.
15. Oversee the Accounts Receivable function to ensure timely rendering of bills for any company service (water, wastewater, municipal collection services, etc.), and ensure proper collection efforts.
16. Ensure proper recording of capital costs versus expenses.
17. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.
18. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises at least 4 employees in the accounting department.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviewing, onboarding and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, mentoring employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- Bachelor's degree (B.A.) from four-year college or university in a related field; and a minimum of five years relevant experience.
- CPA or MBA preferred, but not required.

OTHER SKILLS:

- Strong and effective communication and presentation skills, both oral and written.
- Strong comprehension skills.
- Excellent problem-solving and critical-thinking skills.

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- Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental statutes and regulations.
- Proficient use of standard office equipment.
- Proficient in Microsoft Suite products.

PHYSICAL REQUIREMENTS:

- The employee must regularly be able to work under stress and work additional hours to meet reporting deadlines.
- Required to sit for extended periods of time.
- Required to sit, stand, and walk; occasionally required to stoop, kneel, crouch, and ascend and descend stairs.
- Required to reach with hands and arms and push items overhead.
- Regularly lift/move up to 25 lbs.
- Required to talk, hear and see. Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to differentiate between colors.
- Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.

WORK ENVIRONMENT:

- The position primarily works in an office environment, seated at a desk for extended periods of time.
- Frequent and ongoing interaction with employees.
- The noise level in the work environment is usually moderate.