

THE YORK WATER COMPANY  
Job Description

JOB TITLE: Accounts Payable Specialist

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EXEMPT: No	REPORTS TO: Accounting Manager
DIVISION: G&A	DEPARTMENT: Accounting
LOCATION: Main Office and other company facilities as assigned	
PREPARED BY: Human Resources	DATE: July 2025
APPROVED BY: CFO	DATE: July 2025

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SUMMARY: Responsible for all facets in the preparation of vendor invoices for payment and backup for the Company weekly payroll system.

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

1. Responsible for making sure all invoices are coded correctly, have the proper approvals, and are processed in a timely manner using company provided software.
2. Maintain vendor files, certificates of liability insurance for subcontractors, and information needed for 1099 filings.
3. Prepare journal entries for general ledger including proper month-end accrual.
4. Responsible for month-end close of Accounts Payable.
5. Prepare schedules and expense account analysis.
6. Assume payroll duties in Payroll and Accounting Specialist's absence.
7. Accrue and pay sales and use tax on taxable purchases.
8. Maintain employees' stock purchase plan records. Record individual employee withholdings, interest income, and distribution of stock shares.
9. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company, including employees.

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QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- Associate degree in a related field and a minimum of two years related accounting experience; or equivalent combination of education and experience.

OTHER SKILLS:

- Strong and effective communication skills, both oral and written.
- Strong comprehension, problem-solving, and critical thinking skills.
- Strong organization and time management skills.
- Ability to seek out pertinent information from others as necessary.
- Proficient use of standard office equipment.
- Proficient in Microsoft Suite products.

PHYSICAL REQUIREMENTS:

- Required to sit for extended periods of time.
- Required to sit, stand, and walk, ascend and descend stairs; occasionally required to stoop, kneel, crouch.
- 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.
- The employee must be able to work under stress and work additional hours to meet reporting deadlines.

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.