

THE YORK WATER COMPANY
Job Description

JOB TITLE: Director of Financial Planning and Analysis

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

REPORTS TO: CFO
DEPARTMENT: Accounting

PREPARED BY: Human Resources
APPROVED BY: Chief Financial Officer

DATE: August 2025
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SUMMARY: The Director of Finance and Financial Planning plays a key leadership role in managing the company's financial operations, financial planning functions, and ensuring the integrity of our financial reporting. The Director will serve as a key advisor to the CFO and will play a critical role in maintaining financial integrity and supporting the Company's long-term business goals. This role is critical in ensuring the accuracy and timeliness of financial reporting, managing budgeting and forecasting processes, driving financial performance, maintaining compliance with SEC, PUC, and GAAP regulatory reporting standards and internal controls, and supporting executive leadership with actionable, data-driven insights and forecasts, including in-depth analysis of key financial metrics, such as revenue, salary expenses, and operational expenses.

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

1. Oversees the company's budgeting and forecasting processes, partnering with department leaders to develop, monitor, and analyze financial plans and performance. Delivers detailed planning packages, including revenue and expenses compared to previous years.
2. Prepared and delivers internal dashboards and analysis for senior management.
3. Establishes, updates, maintains, and provides guidance and advice on financial, fiscal, and accounting policies, procedures, and practices, with feedback and approval from the CFO.
4. Serves as a key contributor to the development and administration of financial policies related to areas including expenses, capital expenditures, and cash management.
5. Consolidates information from all departments and performs technical reviews to analyze financial and administrative expenses trends, providing reports to leadership highlighting risks and strategic recommendations to meet financial and budgetary goals.
6. Evaluates payment strategies and develops relationships with institutions to stay abreast of changing banking environments.
7. Manages the information systems for the Finance and Accounting Department to accomplish effective organization, access, and storage of data, in compliance with

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- regulations and company document management retention requirements.
8. Leads efforts to optimize accounting systems, including ERP systems, tools, and workflows to increase efficiency and improve data quality and accessibility.
 9. Partners cross-functionally with IT to advance financial processes and controls through effective use of technology.
 10. Supports capital project accounting, including capital placement projects, acquisitions, and technology investments.
 11. Manages cash flow processes, including cash forecasting and debt management, to support operational needs and capital projects.
 12. Collaborates with operations teams and outside experts to support regulatory studies and rate case filings.
 13. Maintains and strengthens internal controls, accounting policies, and procedures in compliance with GAAP, PUC, and SEC regulations.
 14. Builds strong internal relationships to support key initiatives across departments.
 15. Other duties as required by the Chief Financial Officer or President.

QUALIFICATIONS and REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- A Bachelor's or Master's degree in Accounting, Finance, Business, or a related field from an accredited educational institution.
- A minimum of ten years of progressively responsible finance and accounting experience.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- A valid PA driver's license is required.
- A valid Certified Public Accountant (CPA) license is required.

OTHER SKILLS AND ABILITIES:

- Must demonstrate a clear understanding and application of generally accepted accounting principles (GAAP), financial reporting standards, and internal controls.
- In-depth knowledge of finance and accounting strategies and best practices.
- Communication Skills: Excellent verbal and written communication skills to effectively interact with stakeholders, including executive leadership, department leaders, employees, external auditors, and The York Water Company Board of Directors.
- Interpersonal Skills: Strong interpersonal skills to build and maintain positive relationships with stakeholders at all levels.
- Strong work ethic: Self-directed and purposeful; seeks continuous improvement; available to work extended hours as necessary.
- Problem-Solving: Ability to identify issues, analyze data, and develop solutions to complex

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problems.

- Decision-Making: Sound decision-making skills with the ability to make informed choices in a timely manner.
- Organizational Skills: Exceptional organizational skills to manage multiple tasks and priorities efficiently.
- Attention to Detail: High level of accuracy and attention to detail in all aspects of work.
- Confidentiality: Ability to handle sensitive or proprietary information with discretion and maintain confidentiality.
- Adaptability: Flexibility to adapt to changing business needs and work environments.
- Technical Proficiency: Proficiency in Finance and Accounting software, ERP systems (Oracle, SAP, or similar), and Microsoft Office Suite, with advanced Excel skills. Adept at learning new software; confidently engages with technology.
- Analytical Skills: Strong analytical skills to interpret, apply, explain, and assure compliance with rules, regulations, policies, procedures, and financial and accounting metrics and data.
- Experience working through an ERP implementation is a plus.
- Familiarity with utility accounting principles and regulatory frameworks preferred but not required.

PHYSICAL DEMANDS:

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand, climb, balance, and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to work under stress and work additional hours to meet deadlines and the requirements of the position during emergency situations.

- The employee must be able to travel to and from company facilities and work sites.

WORK ENVIRONMENT:

- The noise level in the work environment is usually low to moderate. However, noise levels may vary when visiting other work sites.
- The employee typically works in an office environment and shares space with others.