

THE YORK WATER COMPANY
Job Description

JOB TITLE: Payroll & Accounting Specialist

EXEMPT: No

DIVISION: G&A

DEPARTMENT: Accounting

LOCATION: Main Office and other
company facilities as assigned

REPORTS TO: Accounting Manager

PREPARED BY: Human Resources

DATE: November 2023

APPROVED BY: CFO

DATE: November 2023

SUMMARY: Responsible for processing of weekly and monthly payroll, and other necessary reports and requirements specific to the payroll function, main extension refund program, and third-party payroll vendor platform.

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

1. Maintain confidentiality of payroll records.
2. Verify payroll submissions; i.e., check accuracy of hours, rates, and deductions.
3. Prepare payroll files for timely processing.
4. Ensure that required withholdings are sent in a timely manner.
5. Collaborate with other functional areas (internally) and with the third-party vendor (externally) to ensure accuracy of data and compliance with internal controls with respect to payroll.
6. Prepare quarterly reports required.
7. Prepare monthly journal entries.
8. Calculate and prepare refunds for main extension deposits and service lines.
9. Reconcile assigned general ledger accounts.
10. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.
11. Serve as backup and cross-train in other areas as deemed necessary by management.

Job Description
Job Title: Bookkeeper

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.