

THE YORK WATER COMPANY
Job Description

JOB TITLE: Accounts Payable Clerk

EXEMPT: No
DIVISION: G&A
LOCATION: Main Office
REPORTS TO: Accounting Manager

JOB CODE: 202
DEPARTMENT: Accounting

PREPARED BY: Human Resources
APPROVED BY: Jeffrey Osman
APPROVED BY: Matthew Poff

DATE: March 2002
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Revised DATE: August 2019

SUMMARY: Responsible for all facets in the preparation of vendor's 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.
2. Maintain vendor files, certificates of liability insurance for subcontractors, and information needed for 1099 filings.
3. Maintain medical reimbursement program balances.
4. Responsible for distribution and control of petty cash.
5. Prepare journal entries for general ledger including proper month end accrual.
6. Responsible for month end close of Accounts Payable.
7. Prepare schedules and expense account analysis.
8. Assume payroll duties in bookkeeper's absence.
9. Prepare check listing for Board of Directors and Executive Committee.
10. Accrue and pay sales and use tax on taxable purchases.
11. Maintain employees' stock purchase plan records. Record individual employee withholdings, interest income, and distribution of stock shares.
12. 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:

Associates Degree in a related field and a minimum of two years related accounting experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as invoices, procedures and operating instructions. Ability to speak effectively with vendors and employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest and percentages.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES:

Efficiently and accurately use ten-key calculator, adding machine, personal computer, copier, facsimile machine, telephone and other standard office equipment.

PHYSICAL DEMANDS:

See attached Essential Function and Physical Demands Analysis.

The employee must be able to work under stress and occasionally work additional hours in order to meet deadlines.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Typically works in an office setting.