

THE YORK WATER COMPANY
Job Description

JOB TITLE: Controller

EXEMPT: Yes	JOB CODE: 219
DIVISION: G&A	DEPARTMENT: Accounting
LOCATION: Main Office	
REPORTS TO: Chief Financial Officer	

PREPARED BY: Human Resources	DATE: June 2022
APPROVED BY: Chief Financial Officer	DATE: June 2022

SUMMARY: Manage the efficient financial operations of the Company, meet requirements of regulatory agencies, and operate and maintain the Accounting and Finance Department.

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

1. Ensure financial statements are prepared in accordance with GAAP.
2. Provide oversight to all accounting functions including but not limited to: accounts payable, accounts receivable, payroll, account reconciliations, fixed assets, and financial statement preparation.
3. Review, interpret, and apply new accounting and tax pronouncements, bulletins, and interpretations.
4. Maintain and supervise a system of internal controls in compliance with the Sarbanes-Oxley Act.
5. Manage and properly account for supplemental retirement programs.
6. Ensure proper recording of federal and state income tax provisions, including calculation of tax depreciation and application of the tangible property regulations.
7. Directly supervise Accounting Manager, Finance Manager, Staff Accountant, and Purchasing Agent and indirectly supervise the additional accounting department employees.
8. Coordinate the external audits and reviews and complete schedules and checklists required for those external audits and reviews.
9. Assist in preparation, coordinate the completion and ensure timely submission of all documents required to be filed with the Securities and Exchange Commission.

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10. Ensure purchase orders are being prepared in a timely fashion and with proper approvals.
11. Ensure all income tax payments are made on a timely basis.
12. Monitor accounting estimates including unbilled revenues, the bad debt reserve, and others using sound judgment.
13. Ensure all PUC reports and tariffs are filed on a timely basis.
14. Oversee preparation of the annual capital and operating budgets.
15. Review the monthly financial reporting package for the Board of Directors. Make financial presentations to the Board of Directors periodically.
16. Keep abreast of all regulations and laws pertaining to the financial affairs of the Company and insure that the Company's operations comply with the aforementioned regulations and laws.
17. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.
18. Other duties as required by the Chief Financial Officer or President.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 4 employees and indirectly supervises the additional employees in the accounting department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree from four-year college or university; and a minimum of five years related experience; or equivalent combination of education and experience. Certified Public Accountant licensure preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental statutes and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

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information and respond to questions from managers, bank personnel, vendors and employees.

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REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

CPA or MBA preferred, but not required.

OTHER SKILLS and ABILITIES:

Efficiently and accurately use a personal computer, copier, facsimile machine, telephone and other standard office equipment. Incumbent must be competent in the use of Word and Excel software products.

PHYSICAL DEMANDS:

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 sit. The employee is regularly required to stand, walk, stoop or crouch.

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

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

WORK ENVIRONMENT:

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

Name: _____

Date: _____