

THE YORK WATER COMPANY
Job Description

JOB TITLE: Fixed Asset Accounting Clerk

EXEMPT: No	JOB CODE: 201
DIVISION: G&A	DEPARTMENT: Accounting
LOCATION: YWC Company Facility	
REPORTS TO: Finance Manager	

PREPARED BY: Human Resources/Accounting	DATE: May 2021
APPROVED BY: Chief Financial Officer	DATE: May 2021

SUMMARY: Report all costs associated with the capitalization of Company's property and equipment.

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

1. Prepare work orders and review requisitions and invoices as required for the capitalization of Company's property and equipment.
2. Record costs for all capital projects including the monthly distribution of overhead expenses and capitalized interest.
3. Record capital projects within the guidelines of the Uniform System of Accounts established by the PA PUC for recording into the Company's continuing property records.
4. Assist Construction Department in completing Materials Record for projects that are in-service. This work includes verifying as-builts are complete, accurate, and match to project drawings. Transfers the completed as-builts data to the Material Record and finishes the Project Description Summary Sheet after Construction approval. Updates the monthly installation log. This work may be performed at the distribution facility, working directly with Operations personnel.
5. Prepare various monthly journal entries.
6. Prepare various schedules and analyses for management.
7. Prepare the continuing property records subsidiary ledger monthly.
8. Reconcile the continuing property records subsidiary ledger to the general ledger.
9. Assist management with monitoring and reporting activities which are necessary for regulatory compliance.

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10. Take physical inventories, as needed, of the Company's capitalized property and equipment and reconcile the count to the general ledger.
11. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree in accounting, business, or a related discipline; or Associate's degree in accounting, business, or a related discipline 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 construction as-builts, construction prints, accounting ledgers, inventory reports, instructions, and operating procedures. Ability to write routine reports and correspondence. Ability to speak effectively and build relationships with managers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

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

OTHER SKILLS and ABILITIES:

Efficiently and accurately use personal computer and other standard office equipment. Incumbent must be competent in Microsoft Office software products and possess a strong proficiency with Microsoft Excel. Must be detail-oriented and accurate.

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.