

Date Posted: Thursday, March 20, 2025

JOB OPENING ANNOUNCEMENT

Lancaster Area Sewer Authority is currently accepting applications for the following position:

ACCOUNTING MANAGER

Department: 100 – Administration Office
Reporting Location: 130 Centerville Rd., Lancaster, PA
Rate of pay: \$92,000.00 - \$110,000.00 annually
Hours of work: 8:00 a.m. – 4:30 p.m. Monday-Friday
Requirements: Bachelor's degree in accounting or finance – 5-7 Years Experience
Additional information N/A

If you are interested in applying for this position, please read the following:

1. To be considered for employment, an "Application for Employment" must be completed. If you are currently employed at LASA and interested in applying for this position, complete an "In-House Application." Applications may be rejected if information is incomplete or inaccurate.
2. Before completing an application, review the job description to ensure you possess the knowledge, skills, abilities, and licenses/certifications that are required for the position for which you are applying. In accordance with the Americans with Disabilities Act, LASA will strive to provide reasonable accommodations for interested individuals with disabilities who would otherwise meet job requirements.
3. Completed applications should be returned to the attention of the Human Resources Manager at the Administration Office located at 130 Centerville Rd., Lancaster, PA 17603. All new hires will be required to successfully pass a physical exam and drug test as a condition of employment.
4. It is the policy of LASA to accept employment applications only when a Job Opening Announcement is posted. Applications for individuals who are not hired will remain on file for a period of two years.

Closing date and time for submittal of applications: Open until filled

AN EQUAL OPPORTUNITY EMPLOYER

Lancaster Area Sewer Authority complies with all federal, state, and local laws which prohibit discrimination based on race, color, religion, sexual orientation, gender identity, national origin, age, veteran or disability status, marital status, ancestry, genetic information, or any other legally protected characteristic.

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Participates with E-Verify

Department Supervisor



Executive Director



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Position Title: ACCOUNTING MANAGER

Department: Administration
FLSA Status: Exempt, Salary
Union Affiliation: Non-union
Reports to: Financial Director
Supervises: N/A

GENERAL SUMMARY: Work under general direction within a framework of accountability, exercise substantial personal responsibility for own technical work and/or project responsibilities, receive assignments in the form of objectives. Maintain accounting software applications and oversee upgrades; generate complex journal entries and reconcile asset and liability accounts; prepare and modify monthly financial reports including modifications for new acquisitions and cost centers; ensure compliance with Government Accounting Standards Board pronouncements; prepare asset, liability, and fund balance reconciliations for annual audit; recommend internal control and process improvements for increased control; process vendor invoices for payment; prepare purchase orders; maintain escrow project cash balances; maintain fixed asset ledger and record annual depreciation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain software for General Ledger, Accounts Payable, Fixed Assets and Project Accounting modules and manage implementation of software upgrades.
2. Perform accounting tasks; create general ledger account segments to incorporate new system acquisition income and expense in financial reports; prepare and enter financial transactions in General Ledger; import Utility Billing transactions into General Ledger; generate and maintain all asset, liability, and fund balance reconciliations; create and enter all reconciling journal entries; and perform month-end and year-end close.
3. Develop procedures to comply with new or modified Government Accounting Standards Board pronouncements.
4. Assist Financial Director with developing and implementing internal control procedures to safeguard Authority assets.
5. Develop and implement new or revised procedures to simplify or improve level of service to management, vendors, and customers.
6. Maintain all bank account information; monitor activity, make deposits, and reconcile bank statements.

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7. Maintain all investment account information including inventory of investments; calculate investment income receivable; reconcile account monthly.
8. Prepare financial reports for management and monthly Board meetings; modify reports to include proper reporting of new system acquisition income and expense; monitor reports to ensure effective and accurate communication of financial information; prepare or assist Financial Director in preparation of audit reconciliations and documents in preparation of annual financial reports.
9. Receive and process vendor invoices for payment; generate payables list for Board approval; print and mail checks and file copies; generate W-9 and 1099 forms.
10. Prepare trustee requisitions for capital expenditures for monthly Board meeting approval.
11. Prepare and enter annual operating budget projections and Department Head request forms, Monitor and review monthly budget reports to Department Heads. Assist Financial Director in preparation of annual capital budget and five-year comprehensive plan.
12. Generate purchase orders from approved purchase requisitions; track open purchase orders until fully liquidated.
13. Generate invoices for escrow projects for LASA in-house expenses; generate payments from escrow account to reimburse LASA Revenue Fund; maintain escrow project cash balances.
14. Review and post deposits made to Revenue Fund by Billing and Customer Service Manager; generate invoices for miscellaneous services.
15. In coordination with Billing and Customer Service Manager, monitor website payments to ensure proper posting to bank account and customer account.
16. Serve as backup to Human Resources Manager for preparation of bi-weekly payroll and payroll tax submission.
17. Perform any other job duties that may be necessary and not included on this list.

Job Specifications:

* Indicates developed after employment

Knowledge (definitions included on separate attached page):

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- Comprehensive knowledge of generally accepted accounting principles for enterprise fund accounting.
- Thorough knowledge of governmental accounting principles promulgated by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- Thorough knowledge of computer software applications for accounting.
- Comprehensive knowledge of database and spreadsheet applications.
- Comprehensive knowledge of LASA policy, rules and regulations. *
- Comprehensive knowledge of department policy and procedure. *

Skill:

- Computer operation.
- Proficient in 10-key adding machine operation.

Abilities:

- Ability to analyze financial data, reconcile account balances, and prepare accurate reports.
- Ability to create journal entries to generate financial statements in accordance with generally accepted accounting principles.
- Ability to proofread and validate financial reports and documents.
- Ability to accurately post data to computer and verify results.
- Ability to add, subtract, multiply, and divide.
- Ability to sit and operate a computer for extended periods of time.
- Ability to sort items in alphabetical, numerical, and subject order.
- Ability to handle multiple tasks simultaneously, and work under pressure of meeting specific deadlines for accomplishing numerous duties and responsibilities.

Education/Experience:

- Any combination of education and experience, which indicates possession of the skills knowledge and abilities listed below. An example of acceptable qualifications for this position is a bachelor's degree in accounting or finance or a bachelor's degree in a related field with a minimum of 15 college semester credit hours in accounting, and 5 years of professional accounting work experience. Possession of the experience cited in this guideline does not guarantee successful performance nor will it be used as the sole basis of hiring or promotion.

Required Licenses/Certifications/Credentials:

- At time of hire, valid PA Driver's License, Class C, and ability to meet and maintain eligibility for inclusion under LASA's vehicle insurance policy.
- Optional – CPA or CMA preferred, but not required

Physical Requirements:

- Walk Occasionally
- Lift/carry up to 10 pounds frequently, up to 25 pounds occasionally
- Sit Frequently

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- Talk/Hear Continuously
- Sedentary work

Environmental Conditions:

- None identified

Working Conditions:

- Busy office environment
- Frequent interruptions
- Independently or in conjunction with other departments and personnel

DISCLAIMER: The information included herein is intended to describe the general nature of the job position and level of work being performed by a person assigned to this position. It is not intended to be misconstrued as an exhaustive list of all duties and responsibilities, or knowledge, skills and abilities required to perform the job. Management retains the right to assign or reassign duties and responsibilities at any time.

Human Resources Department

Reviewed by: Juan Portoliet Date: 3/07/2023

Union

Accepted by: Denny Hoff Date: 3-9-23

_____ Date: _____

_____ Date: _____

Executive Director

Approved by:  Date: 3/9/23