

Date Posted: Thursday February 26, 2026

JOB OPENING ANNOUNCEMENT

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

Senior Accountant

Department: 100 – Administration Office
Reporting Location: 130 Centerville Rd., Lancaster, PA
Rate of pay: Commensurate with experience
Hours of work: 8:00 a.m. – 4:30 p.m. Monday-Friday
Requirements: See attached job description
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. Attaching a personal resume is encouraged.
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. Job applications can be found on the company website: www.lasa.org, and should be returned to the attention of the Human Resources Manager at the Administration Office located at 130 Centerville Rd., Lancaster, PA 17603 or sent via email to HRmanager@lasa.org. All new hires will be required to successfully pass a physical exam and drug test as a condition of employment. Position is 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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Position Title: SENIOR ACCOUNTANT

Department: Administration
FLSA Status: Exempt, Salary
Union Affiliation: Non-union
Reports to: Accounting Manager
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. Responsible for key accounting tasks such as processing invoices, bank reconciliations, journal entries, and preparing various supplementary financial reports. Responsibilities also include handling billing inquiries, supporting audit work, and assisting with special projects as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receive, review, and process vendor invoices, fees, and assessments for approval in accordance with internal controls and accounting policies.
2. Process and reconcile P-Card transactions in the financial system, reviewing P-Card documentation and receipts for completeness and proper coding.
3. Prepare supporting documentation and payment vouchers for recurring and non-recurring monthly expenditures.
4. Coordinate with vendors and internal departments to research and resolve invoice and purchase order discrepancies and payment issues.
5. Perform reconciliations of bank accounts, investment accounts, and key balance sheet accounts; investigate and resolve variances.
6. Maintain and update vendor master files, including W-9 forms and other required compliance documentation.
7. Prepare financial reports, schedules, and month end budget analyses for review by the Accounting Manager and Finance Director.
8. Assist with annual IRS Form 1099 preparation, validation, and reporting.
9. Support month-end and year-end close processes, including journal entries, reconciliations, and accruals.
10. Review financial documentation to ensure accuracy, completeness, and proper account classification.
11. Assist in maintaining and updating accounting policies, procedures, and internal control documentation.

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12. Support ERP financial system maintenance, data integrity, and financial report development.
13. Identify and recommend improvements to accounting processes, controls, and workflow efficiencies.
14. Perform additional accounting and finance duties as assigned.

Job Specifications:

* Indicates developed after employment

Knowledge (definitions included on separate attached page):

- Comprehensive knowledge of generally accepted accounting principles -
- Knowledge of governmental accounting principles promulgated by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) is helpful.
- 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.

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 sit and operate a computer for extended periods of time.
- Ability to quickly assess urgency and impact to prioritize tasks to meet deadlines.

Education/Experience:

Bachelor's degree in Accounting, Finance, or related field required. 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.

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.

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Physical Requirements:

- Walk Occasionally
- Lift/carry up to 10 pounds frequently, up to 25 pounds occasionally.
- Sit Frequently
- 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: Donna King Date: 2/26/24

Union

Accepted by: _____ Date: _____
_____ Date: _____
_____ Date: _____

Executive Director

Approved by: _____ Date: _____