



## **WILLISTOWN TOWNSHIP**

**Position: Controller, Municipal Authority**

**FLSA: Exempt**

**Department: Municipal Authority**

---

### **POSITION SUMMARY**

The Controller performs all financial operations related to the wastewater utilities in the Township.

---

### **SUPERVISION RECEIVED**

Reports to the Sewer System Administrator and Township Manager.

### **ESSENTIAL DUTIES**

- **Accounting Functions - Sewer**
  - Administration of Accounts Receivable
    - Receives utility payments, posts in Cash Receipting program to General Ledger, and address discrepancies as needed
    - Reviews all checks verifying accuracy of pertinent information
    - Endorse and scan checks to be electronically deposited into bank
    - Prepare daily deposits and generate daily accounting reports
  - Administration of Accounts Payable
    - Receive invoices from vendors
    - Codes and distributes invoices for approval
    - Circulates authorization to pay and issues/distributes checks assuring compliance with all relevant regulations
  - Maintains accurate records of all billing and receipting activities following the retention schedule
  - Assists in financial management and analysis, as requested
  - Performs special accounting projects as directed
- **Utility Billing Functions - Sewer**
  - Initiates quarterly customer billing process to ensure accurate and timely billing and mailing to residential and commercial properties; analyze customer accounts for accuracy
  - Monitors and manages the receipt of utility payments (including online payments, ACH, credit card payments, cash & checks) and reconciling against the general ledger
  - Serves as key liaison with outside billing vendor (Caselle) to ensure that billings are accurate and are processed expeditiously
  - Maintains utility billing and customer billing systems, and manage customer account maintenance including opening & closing of customer accounts, property transfers, updating existing accounts, generating final bills, certification of delinquent utility billing accounts, and assist in filing liens as needed
  - Receives and responds to customer and staff inquiries and addresses questions on billings, meter readings and other customer service issues

- Researches, interprets, and analyzes account history to resolve billing questions on meter readings
- Resolves problems requiring immediate attention and verifies that underlying systematic or process issues have been addressed
- Coordinates with Public Works maintenance personnel regarding related utility operations and meter readings
- Researches, analyzes, and generates utility billing reports for financial analysis and statistical purposes
- Analyze and review utility billing processes for efficiency
- Perform special utility projects as directed
- **Additional Duties**
  - Serves as purchasing agent for the Municipal Authority
  - Serves as appointed Open Records Officer for the Municipal Authority
  - Works with Sewer Administrator to prepare annual Budget for Municipal Authority
  - Works with Sewer Administrator and consultants to develop annual rate schedule
  - Performs other duties and special projects as assigned

*The duties listed herein are intended only as illustrations of the types of work that is expected to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **QUALIFICATIONS**

- Bachelor's degree in accounting or related field preferred
- Minimum three years of related experience in accounting related position
- 2+ years of experience using Excel and databases including proficiency in exporting, importing, and manipulating data to produce accurate and timely statistical reports
- Experience with public utilities desirable
- Ability to act independently and proactively to identify and troubleshoot problems
- Governmental or other fund accounting experience desirable
- Experience with Caselle accounting software desirable

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit, talk and listen, walk, climb stairs, read, write, and type. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment, busy at times, but less fast-paced than many private-sector cultures. Attendance at evening meetings not normally required. Travel to various Township facilities and alternative work sites is not normally required. Work occasionally involves responding to angry, frustrated, or upset individuals. The organization and its employees operate with a strong commitment to public service.

## **COMPENSATION AND BENEFITS**

- Compensation range: \$80,000–\$95,000 annually, commensurate with demonstrated ability and experience.
- An exceptional benefits package including fully funded healthcare for individuals and families, generous time off, defined contribution pension plan, 457 retirement plan with employer match, life insurance and more.

## **SELECTION PROCEDURE**

A formal review of applications will be followed by interviews and reference checks. Pre-employment drug and alcohol testing, personal and criminal background checks, and other job-related tests may be required.

## **HOW TO APPLY**

Submit your application, including cover letter, resume, and any attachments, as a single document via email to [jobs@willistown.pa.us](mailto:jobs@willistown.pa.us) with the subject line “Controller.” Attachments can include work products, including writing samples, financial analyses, or other items created in their entirety by the applicant.