

**PERKASIE REGIONAL AUTHORITY**  
Job Description

**JOB TITLE: Accounts Receivable/ Accounts Payable Associate**

---

Reports To: Manager

Non-Exempt

Latest Revision: January 19, 2022

---

**SUMMARY:**

This position is responsible for billing all water and sewer customers, answering customer questions, recording payments to customers' accounts and maintains accounts receivable records by performing the following duties. In addition this position is responsible for accounts payable functions as well as billing/collection of payments for outside services performed by Perkasio Regional Authority and also water/sewer assessment payments. This position is also responsible for preparing vendor payments and providing accurate financial information for Board Meetings. Additionally prepares and maintains all accounting records, including bank reconciliations and journal entries, as well as updating of the website and social media.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

Maintains customer account and accounts receivable records.

Answers all incoming calls and forwards to appropriate personnel.

Accepts payments from customer via counter or phone call, mail and Borough and applying cash receipts into system.

Monitors and balances counter drawer on a daily basis.

Prepares deposit slips accurately and travels to bank to make deposits.

Sorts and distributes mail to appropriate personnel.

Travels to Borough of Perkasio office to exchange payments.

Monitors customer's accounts and applies late penalties to accounts that are past due and sends out customer notification letters. Sets up and maintains customer payment arrangements.

Downloads customer meter readings into database system and identifies and researches data outliers and contacts customers as appropriate.

Handles arrangements for payment for final readings and billing of customers for real estate settlement or refinancing or vacating of tenants, and prepares certifications for real estate matters.

Answers all customer billing inquiries and complaints and determines appropriate resolution.

Calls and/or mails correspondence to customers as necessary in order to update accounts.

Completes all aspects of Accounts Payable functions.

Create sales receipts for CUSI billing deposits (daily cash receipts, credit card receipts) in Quickbooks

Invoice all customers for Sewer Maintenance

Billing/collection of Water and Sewer Assessments

Transfer (journal entry-IIF file) CUSI billing for the week into Quickbooks

Create a bank transfer in Quickbooks from Operating Acct to Payroll Acct for the amount of the applicable payroll plus any payroll company fees.

Handles rental payments paid to PRA. Creates sales receipt.

Reconciles all bank accounts on a monthly basis.

Prepares and maintains accurate financial information, Requisitions and other documentation requested by the Manager, System Supervisor or Board members for Board meetings

Preparing appropriate forms and prompt filing of Workmen's Compensation Claims

Preparing and filing appropriate payroll taxes and pension reports.

Responsible for updates to website, Twitter and Facebook.

Monitoring and implementing all employee benefit programs, including insurance and pension plans, in accordance with applicable laws and policies

All new employees – new hire packet and checklist. Main point of contact for benefit questions.

CDL Program – pre-employment and random drug testing. In addition, updating roster every year.

Assists Authority Manager with preparing information and handouts for monthly Board of Directors meetings.

Assists with related special projects, as appropriate.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

#### COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

##### Intellectual

- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

##### Interpersonal

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

##### Organization

- Cost Consciousness - Conserves organizational resources.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

##### Self-management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety And Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED; or one to three years related experience and/or training; or equivalent combination of education and experience.

#### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and accounting.

#### REASONING ABILITY:

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

#### COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: Accounting Software (Quickbooks); Internet Software; MS Office applications

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver license and acceptable motor vehicle record

#### OTHER SKILLS AND ABILITIES:

- Professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Friendly, courteous, service-oriented, and flexible and enjoy working with a variety of staff.
- Detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision; able to manage multiple projects.
- Recognize problems, identify possible causes and resolve routine problems.
- Establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.

#### 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 noise level in the work environment is usually quiet, but can fluctuate depending on the day or the goings-on in the office.

#### ACKNOWLEDGMENT:

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organization or departmental needs.

---

Employee Signature

Date

---

Authority Manager