
Accountant

The **Accountant** role at **Lehigh County Authority (LCA)** in **Allentown, PA** is pivotal in making a meaningful impact on the financial operations of a public non-profit organization dedicated to serving its community. The role combines technical accounting expertise and leadership on a range of responsibilities from financial reporting and analysis to process improvements.

Job Essentials

Financial Reporting and Analysis

- Prepare and analyze balance sheets, income statements, and cash flow statements to ensure accuracy and compliance with regulations
- Maintain the general ledger and reconcile accounts to ensure financial data integrity

Audit and Compliance

- Assist in annual audits by providing necessary documentation and addressing audit findings
- Help create and implement financial policies and procedures to ensure compliance with accounting standards and regulatory requirements

Process Improvements

- Identify opportunities for enhancing efficiency and accuracy in financial operations
- Implement changes and guide other accounting staff to ensure best practices are followed

Budgeting and Forecasting

- Assist in the preparation of annual budgets and periodic forecasts to support financial planning initiatives

Billing and Accounts Payable

- Manage general billing and miscellaneous billing processes to ensure smooth operations
- Process vendor invoices and disbursements, handle PO conversions, invoice matching, and filing

Bank Reconciliations and Transaction Tracking

- Track, categorize, and reconcile all bank transactions, resolving discrepancies as they arise.

Team Collaboration and Leadership

- Mentor and develop other accounting team members
- Interact confidently with internal and external stakeholders, contributing to a collaborative work environment

Additional Responsibilities

- Contribute to other accounting and administrative projects as required

What We're Looking For

Education

- Bachelor's degree in accounting, finance, or business with a concentration in accounting

Experience

- Minimum of 8 years of progressive experience in accounting roles, demonstrating increasing levels of responsibility.

Technical Skills

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- Proficiency in accounting software, Microsoft Excel (advanced level), and experience with ERP systems

Skills & Abilities

- Excellent analytical skills to interpret financial data, identify trends, and provide insightful recommendations
- Strong attention to detail and accuracy, with the ability to manage multiple tasks and meet deadlines
- Effective verbal and written communication skills for interacting with diverse stakeholders
- Leadership potential, including the ability to mentor and develop team members
- Adaptability and eagerness to learn new concepts and technologies in a dynamic business environment

About Us and What We Offer You

Since 1966, we've been dedicated to providing high-quality, affordable water and sewer services to our community. At LCA, we believe in teamwork and collaboration. We work closely with our customers and neighboring municipal systems to create partnerships that benefit everyone. Our regional approach allows us to respond quickly and enhance services whenever and wherever they're needed. Plus, our water rates are among the lowest in the Lehigh Valley!

LCA isn't just a service provider; it's a vibrant and dynamic place to work. We offer an exciting and busy environment where our employees are the heart of our operations. By joining our team, you'll play a key role in ensuring that our public services are valuable, affordable, and high-quality. If you're passionate about making a difference and want to be part of a team that values innovation, collaboration, and service, LCA is the place for you. Join us and help shape the future of our community!

Benefits and Perks

At LCA, we value our employees and offer a comprehensive benefits package that ensures you and your family are well taken care of. Here's what you can look forward to when you join our team:

- **Competitive Salary:** We are in the \$60,000 - \$70,000/yr range in this role to start, with room to grow
- **Health, Dental, and Vision Insurance:** Enjoy peace of mind with coverage for you and your eligible dependents, all at affordable employee contribution rates
- **Generous Paid Time Off:** We believe in a healthy work-life balance, offering you ample vacation days, excused absences, personal days, and holidays to recharge and spend quality time doing the things you enjoy
- **Comprehensive Insurance:** LCA provides company-paid life insurance, long-term disability, and short-term disability coverage to support you in unexpected situations
- **Retirement Plans:** Secure your future with eligibility for two retirement plans – the Pennsylvania Municipal Defined Benefit Retirement Plan and a 457 plan through Empower

I'm interested, how do I get started?

Apply to: <https://app.jobvite.com/j?cj=ol19ufwj&s=PMAA>

We're excited that you're considering joining the Lehigh County Authority (LCA) team! To make the hiring process smooth and efficient, we've partnered with myHR Partner. Rest assured, they're not a staffing service or recruiter – they're here to help us find the best fit for our organization. Your resume will be reviewed specifically for opportunities with LCA.

At LCA, we pride ourselves on being an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status, or any other protected status. Employment decisions at LCA are based on your qualifications, merit, and the needs of our business.



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Thank you for considering LCA as your next career move. We look forward to learning more about you!