



Ashburnham Municipal Light Plant

978.827.4423 | 24 Williams Rd., Ashburnham, MA 01430 | PO Box 823 | www.amlp.org

Position: Accountant/Bookkeeper

Summary:

Responsible for performing all bookkeeping and accounting functions for the Ashburnham Municipal Light Plant (AMLPL). Duties include managing accounting, general ledger, payroll, bank reconciliations, accounts payable, accounts receivable, jobbing, inventory, and other related financial activities. Ensures the accuracy and timely payment of all bills and invoices. Works under the direct supervision of the Office Manager or General Manager and collaborates closely with the Working Foreman on job billing, inventory and payroll matters. Performs monthly, quarterly, and year-end close functions.

Essential Job Functions:

- Ensure all accounting processes are performed in a timely, accurate manner utilizing Northern Data Systems (NDS).
- Interact with the General Manager, Office Manager, auditing firm, town treasurer, town accountant, vendors, customers, and our energy supply providers.
- Create monthly journal entries.
- Process accounts payable. Includes paying invoices, posting to general ledger, and preparing warrants.
- Ensure accuracy of work order process to include analyzing daily payroll sheets and jobbing sheets for distribution to appropriate accounts and tracking information on inventory, poles, and GIS changes.
- Responsible for working collaboratively with the Working Foreman to ensure accuracy of payroll, jobbing billing, inventory, pole tracking and GIS updates.
- Process customer deposits, return deposits to customers, and maintain deposit journal.
- Reconcile monthly bank statements and perform cash reconciliation with the town treasurer.
- Responsible for inventory including maintaining receipts and disbursements of materials, updating inventory prices, and monthly reconciliation.
- Perform monthly and annual accounting analysis and reconciliation for review by the General Manager and the Board of Commissioners. Includes preparation of monthly financial statements and general ledger summary.
- Calculate and remit monthly payment for state sales tax.

- Assists with annual financial statements and DPU report.
- Cross train with customer service representative and assist as needed.
- May be required to perform duties/functions of lesser or greater responsibility as needed.

Minimum Requirements:

- Bachelor's Degree in a related field.
- Three years' experience with bookkeeping principles, practices, and methods.
- Knowledge of office practices, procedures, and the operation of standard office equipment.
- Substantial knowledge of spreadsheet, database, & accounting software.
- Ability to establish and maintain effective and professional working relationships with town officials, employees, and the public.
- Ability to think critically and solve problems.
- Ability to work well under pressure with critical deadlines.

Hours: Monday – Thursday 7:00am-4:00pm, Friday 7:00am-11:00am

Position Type: Hourly

Starting Salary Range: \$26.44 to \$31.25/hour depending on qualifications (40-hour week)

Posted: October 21, 2025

Application Deadline: Resumes accepted until the position is filled with preliminary review of resumes occurring Wednesday, November 5th, at 8:00am.

Interested applicants please email cover letter and resume to:

Brooke Czasnowski, General Manager

Ashburnham Municipal Light Plant

bczasnowski@amlp.org