

## Accounting Manager

Ashburnham Municipal Light Plant (AMLPL) provides electric service to over 3,100 customers mainly in the town of Ashburnham with fringe customers in Westminster, Gardner, Winchendon, Ashby and Fitchburg. The AMLPL has advocated low rates, high reliability and great customer service since 1908. We humbly serve our customers and are mindful of the trust they place in us.

The AMLPL is seeking a talented degreed professional, skilled in accounting, to join our hardworking team in a small office environment. This full-time exempt position provides support for all departments (operations, financial management & customer service) requiring a diverse set of skills. The position has an annual salary range of \$58,000 - \$69,000 DOQ.

Under the direct supervision of the Assistant General Manager, this position will be required to perform A/P, A/R, payroll, inventory maintenance, quarterly and year-end close functions. Other responsibilities include data entry and, organization and maintenance of varying types of paperwork including entering and tracking work orders and other administrative office duties as required. This data-driven position involves customer billing, creating estimates and obtaining quotes from vendors and other duties as required. The position requires substantial proficiency in Microsoft Excel as well as the ability to learn the billing software, Northern Data Systems (NDS) and metering software (L+G). This individual will also be expected to process payments and greet customers when needed.

This position requires impeccable organization, the highest level of confidentiality and discretion, professional demeanor and the ability to prioritize with attention to detail. Excellent communication skills are essential whether by phone, in person or through email.

Minimally, successful candidates will have a Bachelor's degree in Accounting or Business with direct experience in an accounting, auditing, banking or a financial capacity. Master's Degree and/or prior municipal experience a plus.

All AMLPL employees are occasionally required to work extended hours during interruptions in the distribution of electrical power to the AMLPL's customers. AMLPL offers a generous benefit package including vacation, holidays, sick time, health, life and disability insurance. This position requires mandatory contributions into the Commonwealth of MA pension system for future pension benefits. Office hours are 7:30 - 4:00, Monday – Friday.

Interested parties should forward a cover letter and resume via email no later than October 10, 2021:

Kevin Sullivan, General Manager  
Ashburnham Municipal Light Plant  
[ksullivan@amlp.org](mailto:ksullivan@amlp.org) (no phone calls please)

AMLPL is an Equal Opportunity Employer, drug free, smoke free workplace, and complies with ADA regulations as applicable.