

Business & Finance Manager

Ashburnham Municipal Light Plant (AMLPL) provides electric service to over 3,100 customers. The AMLPL has advocated low rates, high reliability, and great customer service since 1908. The Business & Finance Manager is a full-time, benefited position that oversees daily office administrative functions, which include, but are not limited to supervision of office staff, utility billing, credit and collections, meter reading processes, accounting, and financial management. The AMLPL is seeking a talented professional to join our hardworking team in a small office environment.

Responsibilities & Essential Functions

- Schedules and supervises office staff for daily operation and determines workflow and task assignment of staff, including approval of leave. In conjunction with the General Manager (GM), participates in selection process, conducts performance reviews, and recommends changes in status. Provides training to office staff on daily operations.
- Oversees the daily maintenance of the departments general ledger, financial and accounting systems. Prepares summary reports as necessary and provides information and recommendations to management. Works in cooperation with the department's auditor, provides information as necessary, answers questions, etc.
- Works with internal staff and vendors to administer departments various computer systems; administers directly or through others, issues related to department computerized billing, accounts payable, accounts receivable, project billing, inventory, management of operating budget etc.
- Performs and oversees employees and vendors to perform all customer billing including downloading of meter reading data, review of billing exception reports, calculation of amounts due, preparation and mailing of computerized bills, cash reconciliation, collections, etc.
- Oversees and administers department collections programs including direct contact with customer, development of individual payment programs, periodic shutoff lists and procedures, etc.
- Oversees the preparation, processing, and submittal of biweekly department payroll, including computing overtime and a variety of union and non-union rates. Must be able to perform payroll function on occasion. Maintains personnel action forms and other personnel documents for submission to GM.
- Assists in the preparation of the annual budget and recommends financial policy to the GM.
- Assists in the preparation of state and federal reports.
- Assists the GM in developing policies on such matters as finance, operations, organization, consumer education and public relations, power use, sales, purchasing, credit and collections, and investments.
- Responds to customer inquiries and complaints.
- Assists in preparing press releases and other public relations materials including a newsletter.
- Assists the GM in overseeing the proper accounting procedures for the department.
- Attends appropriate meetings and may represent department at various public power agencies, organizations, and associations.

- Performs procurement functions related to the purchase of administrative supplies and services, including soliciting quotes and bids and vendor oversight.
- Performs additional duties as required by the needs of the department.

Skills / Experience / Training - Required:

Must possess excellent leadership abilities; be able to consistently make intelligent decisions under pressure; possess good judgment, initiative, good attitude and be dependable. Must have exceptional customer service skills.

- At least five (5) years of administrative experience, with at least two (2) years in a supervisory or management position.
- Bachelor's degree in business, accounting, or related field.
- Solid communication skills, strong critical and analytical thinking skills.
- Excellent computer skills, including Microsoft Office (Word, Excel, Outlook) and other current software programs.
- Must read, write, and speak English fluently, and exercise appropriate discretion with regard to confidential matters.
- Must be creative and flexible, able to work under pressure, prioritize tasks, and deal effectively with interruptions.
- Must have demonstrated experience successfully implementing organizational change.
- Experienced manager of personnel with demonstrated effective interpersonal skills and experience in dealing with personnel issues.
- Must reside within approximately a 30-minute drive time to the office.
- Is "on call" and able to respond to catastrophic emergency situations 24 hours per day, 365 days per year.
- Must pass initial and recurring Criminal Offender Record Information (CORI) and background checks.

Hours: Full-Time

Position Type: Salaried

Annual Salary: \$80K+/- DOQ

Posted: February 21, 2023

Application Deadline: Posted Until Filled

Resumes accepted until position is filled with preliminary review of resumes occurring Monday, March 13th at 8:00 am. Interested parties should forward a cover letter and resume via email to:

Brooke Czasnowski, Assistant General Manager

Ashburnham Municipal Light Plant

bczasnowski@amlp.org

(no phone calls please)

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