

Business 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 business 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 \$79,000 - \$91,000 DOQ.

Under the direct supervision of the Assistant General Manager, this position will be responsible for managing all customer service, billing, and accounting functions. As the primary backup for both the Accountant and Customer Service/Billing positions, the Business Manager will supervise, and perform when required, all the duties related to both jobs, including but not limited to, the processing of A/P, A/R, payroll, project billing, inventory maintenance, customer billing, work order tracking, answering phones, customer service, collections, payment recording, as well as monthly, quarterly, and year-end close functions.

The Business Manager will be responsible for ongoing organizational change and should be creative and have strong critical and analytical thinking skills. This position will be required to assist the Assistant General Manager and the General Manager with the preparation of the annual budget, reporting, data analysis, financial recommendations, project administration, policy development, public relations, social media management, human resource functions, staff training, performance reviews, and personnel growth and development planning. Position requires substantial proficiency in Microsoft Excel as well as the ability to learn current software.

This position requires impeccable organization, the highest level of confidentiality and discretion, professional demeanor, the ability to prioritize, attention to detail, and the capacity to effectively multitask. Excellent communication skills are essential.

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. Supervisory experience preferred. 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 pension benefits.

Preference will be given to applicants that live within 30 minutes of the office. Hours: 7:30 - 4:00, M – F.

Interested parties should forward a cover letter and resume via email no later than 8/12/22 to:

Kevin Sullivan, General Manager
Ashburnham Municipal Light Plant
ksullivan@amlpl.org (no phone calls please)

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