

Business Office Manager

Ashburnham Municipal Light Plant (AMLP) 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 AMLP 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 AMLP is seeking a talented professional 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 \$71,000 - \$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 Office 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.

Additionally, this candidate will play an essential role in implementing ongoing organizational change and should be creative and have strong critical and analytical thinking skills. The Business Office Manager will have the opportunity 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.

Bachelor's degree in Business or a related field preferred. Five years of related experience, with at least two years of supervisory experience, required. A combination of education and work experience may substitute for education requirement.

All AMLP employees are occasionally required to work extended hours during interruptions in the distribution of electrical power to the AMLP's customers. AMLP 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.

Position open until filled. Interested parties should forward a cover letter and resume via email to:

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

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