



Ashburnham Municipal Light Plant

Job Title:

Business & Finance Manager

Date:

August 8, 2016

Job Description:

This position description presents illustrative work activities usually encountered by personnel filling this position. It is not meant to list all possible work activities in all possible work conditions. It is also not meant to define specific limits on work activities that may be performed by any person holding this position. Position descriptions may occasionally be changed to allow the AMLP to better meet the needs of the ratepayers, reflect applicable laws and regulations or otherwise implement Commission policies. The Business and Finance Manager performs and oversees daily office administrative functions, which include but are not limited to supervision of office staff, telephone and cable billing, credit and collections, meter reading processes, as well as cash and other payment transactions. In the future, they will assume a larger role in the Financial management of the company. The Business & Finance Manager may delegate the performance of any duty, but not the overall responsibility.

Responsibilities & Essential Functions:

- Schedules and Supervises office staff for daily operation and determines work flow and task assignment of staff, including approval of leave. In conjunction with the 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 (Future). 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, inventory, 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 Manager 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.
- Associates' degree in business, accounting, or related field.
- Solid communication skills, strong critical and analytical thinking skills.
- Excellent computer use 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 considered to be "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.

Skills / Experience / Training and other Requirements - Preferred:

- Bachelor's degree in business, accounting, or related field highly preferred.
- Experience with FERC Accounting Standards and Practices.
- Five (5) or more years of Municipal and/or Utility experience.
- Working knowledge of Northern Data Systems (NDS) billing and accounting software, or functional equivalent (SEDC, Harris, etc.).
- Possession of a valid motor vehicle operator's license required with a satisfactory driving record.
- Ability to obtain and maintain certification in CPR and First Aid is advantageous.
- Knowledge of pertinent state and other regulations, including M.G.L. Chapter 164, Mass Public Records Law, Mass Open Meeting Law, and Mass Ethics guidelines for public employees.
- Certification in Mass Procurement Laws, including Chapter 30b.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position generally works in an office environment with moderate noise.

- Infrequently lifts/moves objects weighing up to 25 pounds.
- Frequently spends long periods typing on a computer keyboard or laptop.
- Occasional driving, walking, standing, climbing, balancing, kneeling, crouching, reaching,
- Types accurately on a keyboard at a 40 wpm or greater.
- Communicates clearly both verbally and in writing in the English language.
- Manually operates all office equipment and machines.

- Normal Physical agility required for an office setting.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, controls; and reach with both hands and both arms.
- Normal hearing and vision correctable to 20/20 under daytime conditions.

Other Requirements: May be occasionally required to travel outside the local area for business for periods of up to two weeks at a time for training or conferences.

Job Location:	24 Williams Road Ashburnham, MA 01430	Company Industry:	Municipal Electrical Utility
Job Role:	Administration	Employment Status	Employee - Full Time
Supervises:	Administrative, Billing, Customer Service, and Metering Employees of the AMLP	Reports To:	General Manager
Salaried or Hourly	Salaried	Exempt:	Yes
Expected Work Schedule and Hours: This employee will work varying hours, generally at the AMLP office, expected to be not less than 40 hours per week on average, but occasionally more depending on department needs.			
Career Level:	Manager/Supervisor,	Years of Experience:	Five (5) or more total years of Administrative experience with at least Two (2) years in a Supervisory setting.
Residence Location:	Within 30 minutes driving time of AMLP office	Education:	
Degree:	Associates's Degree in relevant area or equivalent combination of experience and education	Probationary Period:	