

## **Business & Finance Manager**

Ashburnham Municipal Light Plant, a Municipal Utility in picturesque Ashburnham, MA with 3,100 electric customers is seeking an experienced Administrative professional.

The Business and Finance Manager will perform 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, the role will transition to include overseeing Accounts Payable, Accounts Receivable, Inventory, and General Ledger Transactions

Initially, this position will replace the retiring incumbent Office Administrator and focus mainly on utility customer billing and collections. Over time, the position will involve increasing financial responsibilities, including preparation of financial reports, reconciliation of General Ledger under FERC guidelines, Accounts Payables, etc.

Requires 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 required, Bachelor's degree preferred.

This is a full time salaried, exempt position with competitive salary and generous benefits including pension. Expected salary range is \$48k to 78k depending on experience and potential. A job description is available at [www.amlp.org](http://www.amlp.org). Please send resume and cover letter with salary requirements in confidence to [mrivers@amlp.org](mailto:mrivers@amlp.org) by 8/26/2016. No telephone calls please.