



# Peabody Municipal Light Plant

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## JOB POSTING

### SUBJECT TO A DEPARTMENTAL PROMOTIONAL OR OPEN COMPETITIVE EXAMINATION

<b>TITLE</b>	BUSINESS MANAGER
<b>DIVISION:</b>	OFFICE
<b>SALARY:</b>	GRADE E16 (\$82,254 - \$102,492)
<b>SHIFT:</b>	EXEMPT POSITION
<b>CIVIL SERVICE CLASSIFICATION:</b>	OFFICIAL SERVICE

**DUTIES:** Under the direction of the Manager and Assistant Manager, plan, design, organize, coordinate, schedule, supervise, and direct the operations of the Business Division. Primary areas of responsibility are Accounting and Finance, Customer Service, Data Processing, Inventory Control and Buildings and Grounds.

Responsible for overseeing all accounting matters of the utility. Manages general accounting, payroll, accounts payable, accounts receivable and property accounting. Prepares periodic financial and budgetary reports for management. Administers a budget control system, provides monthly accounting of all income and expenses and maintains a continuous internal auditing program for all funds. Prepares and analyzes financial statements.

Responsible for overall financial management of the utility. Directs financial policies and plans, accounting practices and fiscal controls. Responsible for preparation of financial statements. Assists in strategic and financial planning. Advises management regarding financial matters. Oversees preparation of the annual DPU report and works with auditors to prepare annual independent financial audit.

Acts as Purchasing Agent for PMLP. Plans, directs, coordinates and administers all activities and personnel of the purchasing and inventory functions in accordance with all applicable laws, rules, regulations and Company policies. Prepare specifications and bidding documents for materials and services as required by law or PMLP policy. Recommend and purchase supplies as necessary for the efficient operation of PMLP.

Responsible for directing Customer Services function. Administers activities requiring regular and direct contact with customers and prospective customers. Keeps management advised of, and responsive to, customer needs.

Responsible for controlling the purchase and distribution of supplies; administration of building maintenance programs; organizing and planning of financial affairs, analysis, budgets, and inventories; personnel administration; customer service; data processing; and the collecting and dispersing of funds.

Responsible for overseeing all buildings and grounds maintenance and capital improvements as well as responsibility for security of entire central office building including garage, warehouse, and immediate perimeter.

In conjunction with Assistant Business Managers, supervise and direct assignments to division personnel. Prepare monthly priority lists and analysis reports for all work groups within the Division.

Responsible for providing orientation to all new employees and for maintaining and administering all training programs for personnel in the Division.

Maintain appropriate personnel records. Verify and approve all department time cards. Prepare and submit necessary records and reports to Management as required. Administer all leave for Division employees.

Serve on call twenty-four (24) hours a day to address situations involving the Business Operation or to support other divisions during storm/ emergency conditions.

At the direction of the Manager or Assistant Manager, shall perform supervisory and administrative functions managing any other business area of PMLP, which provides administrative support to the organization.

Responsible for efficient operation of Business Division; prepare and administer Business Division Budget and Action Plans; assess overall performance in relation to objectives and take appropriate actions to improve effectiveness of operations and services provided.

Responsible for establishing and maintaining good working relationships between the Business Division and other divisions of the Municipal Light Plant as well as maintaining good working relationships with vendors, suppliers and customers.

**QUALIFICATIONS:** Requires extensive skills in management, contract administration, enforcement of governmental regulations, business administration and customer service; also strong background in accounting, financing, purchasing, inventory control, and data processing. Bachelor's Degree in Business Administration, Business Accounting, Finance or Municipal Administration. Minimum five years supervisory experience in performing related management duties in a municipal electric utility, municipal agency or other public agency.

AA/EEO