



# Peabody Municipal Light Plant

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## **BUSINESS MANAGER**

The Peabody Municipal Light Plant (PMLP) is seeking qualified applicants for the position of Business Manager. Primary areas of responsibility are Accounting and Finance, Customer Service, Data Processing, Inventory Control and Buildings and Grounds. The position is responsible for the overall financial management of the utility, including general accounting, payroll, accounts payable, accounts receivable and property accounting. The Business Manager assists in strategic and financial planning, and advises management regarding financial matters. The Business Manager prepares, administers and maintains the PMLP Annual Budget process, administers a budget control system, provides monthly accounting of all income and expenses and maintains a continuous internal auditing program for all funds. He/she is also responsible for preparation of the financial statements and works with auditors to conduct the annual independent financial audit.

This position requires extensive skills in management, contract administration, enforcement of governmental regulations, business administration and customer service, along with a strong background in accounting, financing, purchasing, inventory control, and data processing. The preferred candidate shall possess a Bachelor's Degree in Business Administration, Business Accounting, Finance or Municipal Administration, and a minimum five years of supervisory experience in performing related management duties in a municipal electric utility, municipal agency or other public agency.

The PMLP provides an excellent salary/benefit package and is an EOE. Annual salary range is \$103,070 - \$128,286. Please submit your cover letter, resume and professional references to Glenn Trueira (Barbara Previte, Executive Assistant to the Manager), 201 Warren St. Ext., Peabody, MA 01960 or e-mail to [gtrueira@pmlp.com](mailto:gtrueira@pmlp.com) ([bprevite@pmlp.com](mailto:bprevite@pmlp.com).)



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<b>TITLE:</b>	BUSINESS MANAGER
<b>DIVISION:</b>	OFFICE
<b>SALARY:</b>	GRADE E17 (\$103,070 - \$128,286)
<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 overall financial management of the utility. Manages general accounting, payroll, accounts payable, accounts receivable and property accounting. Directs financial policies and plans, accounting practices and fiscal controls. Assists in strategic and financial planning. Advises management regarding financial matters.

Responsible for overseeing all accounting matters of the utility. Prepares, administers and maintains the PMLP Annual Budget process. Administers a budget control system, provides monthly accounting of all income and expenses and maintains a continuous internal auditing program for all funds. Responsible for preparation of the financial statements and works with auditors to prepare annual independent financial audit.

Responsible for directing the 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 overseeing the Data Processing Unit to ensure all data processing activities are performing efficiency and effectively on a regular basis.

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. Prepares specifications and bidding documents for materials and services as required by law or PMLP policy. Recommends and purchases supplies as necessary for the efficient operation of PMLP.

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 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 Divisional 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 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.

**Please submit your cover letter, resume and professional references to Glenn Trueira, Manager, at [gtrueira@pmlp.com](mailto:gtrueira@pmlp.com)**

**Last Date for Applying: Monday, May 16, 2016**

PEABODY MUNICIPAL LIGHT PLANT

GLENN TRUEIRA, MANAGER



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