

Job Opportunity

Job Title	Municipal Light Plant Financial Manager
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Job Description

- A challenging part-time job opportunity for an individual with business and operational financial experience to oversee and advise on the financial operation of a Municipal Light Plant operating broadband services in the town of Chesterfield, Massachusetts. This post offers a large degree of responsibility and the opportunity to shape the future of an exciting town-owned utility.

Key Responsibilities

The Municipal Light Plant Financial Manager is primarily responsible for the financial operation of the MLP under the direction of the Operations General Manager. The Financial Manager will have two primary duties and responsibilities.

- Oversight and management of MLP financial operation
- Be prepared to assume the duties of the MLP Operations Manager when required

Duties and responsibilities to include:

- Advise the Operations General Manager and Board on financial matters
- Maintain MLP financial records
- Monitor MLP Budget Revenue/Expenses
- Monitor financial reports from Internet Service Provider (ISP)
- With the Operations Manager prepare and submit annual budget
- Work with Town treasurer to reconcile MLP and Town financial records
- Liaise with other town MLPs and ISP/NO

Finance

- Maintain MLP financial books detailing income and expenses
- Monitor revenue/expenses compared to budget
- Help prepare and submit annual budget
- Prepare and submit annual financial report
- Present quarterly P&L reports for MLP Board meetings
- Audit to reconcile MLP books with Town Books
- Monitor financial transactions between the town and the MLP
- Assist Operations General Manager in financial decision making
- Monitor Financial Objectives

Operations

- Maintain availability for responding to network issues when Operations Manager is not available
- Serve as alternate point of contact for Network Operator/ISP issues and questions
- Serve as alternate point of contact for the State agencies
- Serve as alternate point of contact for all subscriber concerns not handled by ISP
- Monitor system operation in collaboration with Operations Manager
- Maintain fiber hut and non-network equipment in collaboration with Operations Manager

Required & Preferred Qualifications

Required

- Experience in and a solid understanding of the financial operation of a small business
- Basic skill in bookkeeping using QuickBooks Excel or similar applications
- Good verbal skills in presentation
- Resident in or near Chesterfield, Massachusetts

Preferred

- Understanding of municipal financial operations
- Technical understanding of broadband and/or telecommunications operations

Compensation

This is a part-time employment involving between 7-10 hours per week plus availability for operations coverage in coordination with the Operations Manager.

Salary Range: \$8,000 - \$10,000 per year depending on qualifications and experience

MLP Overview

Broadband Chesterfield is a broadband network owned by the Town of Chesterfield and administered by the Chesterfield Broadband Municipal Light Plant (MLP) under the direction of the Municipal Light Plant Board and the Operations General Manager. The mission of Broadband Chesterfield is to provide all residents of Chesterfield with the opportunity to access high-speed broadband in an affordable and sustainable manner.

More information is available at www.townofchesterfieldma.com (Departments/Chesterfield Broadband MLP)

Application Process

1. Applicants should send the following as PDF files to Justin West, Operations General Manager at: mlpmanager@townofchesterfieldma.com
 - Letter of application
 - A current resume
 - Names and contact information of three references
2. Finalists will have an in-person interview and tour of the facility
3. All applicants will be notified of the result of their application
4. Applications will be accepted until the position is filled

Equal Opportunity Statement

Our mission is actively to recruit, welcome and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals. Applicants will be considered for employment based on their job qualifications without regard to race, color, age, gender, gender identity and expression, ethnicity, sexual orientation, religion, creed, ancestry, national origin, disability, or veteran status.

Contact Information

For more information, please email:
Justin West
MLP Operations General Manager
mlpmanager@townofchesterfieldma.com