



Peabody Municipal Light Plant

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JOB POSTING

SUBJECT TO A DEPARTMENTAL PROMOTIONAL OR OPEN COMPETITIVE EXAMINATION

TITLE: ASSISTANT BUSINESS MANAGER (DATA PROCESSING)
DIVISION: BUSINESS
SALARY: GRADE E9 (\$69,465-\$86,333)
SHIFT: EXEMPT POSITION
CIVIL SERVICE CLASSIFICATION: OFFICIAL SERVICE

DUTIES: Under the general supervision of the Business Manager, plan, design, organize, coordinate, schedule, supervise, perform, and direct activities related to the operation and control of activities related to customer billing, billing adjustments, customer credit arrangements, collections and Data Processing.

Monitor and verify all data processing daily, monthly, annually. Update electric rates in system as needed.

Submit action plans and budget requests to Business Manager as required.

Confer with Division Supervisors and Data Processing Staff to determine plans for standardizing input and designing output format; study current systems and develop procedures to improve work flow sequence; direct the preparation and implementation of new programs.

Perform periodic maintenance of files through software programs; maintain program documentation, customer history, etc.

Supervise and monitor the processing of documents for cash sales, bankruptcy accounts, court suits involving accounts receivable, deferred and charged-off accounts.

Supervise the collection of delinquent accounts and service termination actions. Keep up-to-date with DPU on new regulations and changes pertaining to customer termination procedures and related actions.

Responsible for planning, maintaining, and administering all training programs for personnel in the data processing section. Supervise and direct employees on operational and personnel policy.

Supervise, schedule, and perform data input for customer billing, cash receipts, account changes, collections, deposits and any other data input assigned by Business Manager.

Serve on call twenty four (24) hours a day to address extreme situations to ensure that customer billing and business functions are maintained.

In absence of Business Manager or other Assistant Business Managers, assume selected responsibilities of those positions as required.


Shall participate in cross training with other management personnel within the Business Division for the purpose of occasionally filling-in for said positions.

Perform other supervisory or administrative functions as required.

QUALIFICATIONS: Requires skills in management and contract administration with extensive knowledge and experience in data processing operations. Ability to use computer programs. Knowledge of Microsoft Word, Excel, Access, PowerPoint preferred. Minimum of two (2) years' experience performing similar duties.

Please submit letter and resume to Manager c/o of Barbara Previte or by email at bprevite@pmlp.com.

PEABODY MUNICIPAL LIGHT PLANT


GLENN R. TRUEIRA
MANAGER

AA/EEO

PMLP is an Equal Opportunity Employer