

Controller – Hardwick Electric Department

Location: Hardwick, Vermont

Reports to: General Manager

Status: Full-Time, Exempt

About HED

Hardwick Electric Department (HED) is a municipally owned electric utility serving Hardwick and nearby communities. Governed by a Board of Commissioners appointed by the Town Selectboard, HED operates as a stand-alone department with annual revenues of approximately \$7 million. We are seeking an experienced **Controller** to oversee all accounting and financial operations.

Position Summary

The Controller is HED's chief accounting officer, responsible for financial reporting, regulatory compliance, budgeting, and supervision of accounting staff. The role ensures accurate accounting in accordance with FERC, GASB, GAAP, and Vermont utility requirements, while supporting the General Manager and Board with timely financial information.

Key Responsibilities

- Manage general ledger, accounting systems, and monthly/annual financial reporting.
 - Lead annual audits and coordinate with external auditors.
 - Ensure compliance with Vermont PUC, DPS, and other regulatory filings.
 - Develop and monitor operating and capital budgets.
 - Oversee AP/AR, payroll, cash flow, bank reconciliations, and internal controls.
 - Supervise accounting staff and communicate financial information to management and the Board.
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Qualifications

- Bachelor's degree in Accounting or Finance required; CPA preferred.

- 5–7 years of progressive accounting experience, ideally in municipal or utility settings.
 - Knowledge of FERC accounting, GASB, GAAP, and municipal budgeting.
 - Strong analytical, organizational, and communication skills.
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Compensation

Competitive salary and full municipal benefits package, commensurate with experience.

How to Apply

Submit resume, cover letter, and three references to:

Hardwick Electric Department – Attn: General Manager

[customerservice@hardwickelectric.com] | [PO Box 516 Hardwick, VT 05843]

Applications accepted until position is filled.