

Position Available: Business Manager

Community Library of DeWitt & Jamesville

Jamesville NY

Status: Full-time- 35 hours per week, Monday – Friday.

Salary: Based on relevant experience and skills: generous vacation, holiday, and sick-leave package.

Apply: Send cover letter, resume, and a list of 3 references to wscott@cldandj.org.

Deadline for submissions: until filled.

Overview: The Community Library of DeWitt & Jamesville is seeking an experienced, highly-motivated and collaborative Business Manager to join the management team in our beautiful new library. Under the direction of the Executive Director, this position: handles and accounts for all receipts and disbursements and maintains records related to the fiscal management of the library; assists in various functions related to personnel including, but not limited to, payroll and benefits, and; works closely with the Executive Director on budget preparation and administration, facilities management, and fundraising planning and management. The position supervises a part-time administrative assistant.

More information about responsibilities:

Accounting

Manages the Library's business functions including purchasing, bank accounts, payroll and benefits, and personnel processing and recordkeeping.

Prepares monthly financial statements, including month-end reconciliations, journal entries and accruals.

Reconciles and balances accounts, bank statements, and credit card accounts.

Works closely with the Executive Director in the preparation and administration of the budget and annual audit.

Assists the Treasurer in the investment of Library funds and cash flow management; prepares cash flow summaries for review by the Executive Director and Board Treasurer.

Prepares cash receipts for deposits.

Processes invoices for payment.

Maintains personnel records, including benefits and time-off.

Calculates and processes bi-weekly payroll and maintains payroll records.

Consults with library supervisors to resolve employee benefit and payroll issues.

Prepares new hire forms and assists in new hire orientation.

Participates in fundraising management and planning; maintains donor database.

Maintains an inventory of all Library equipment and furnishings (excluding technology).

Administrative Assistant

Supervises a part-time Administrative Assistant.

Facilities

Works closely with the Executive Director on facilities needs assessment and planning and participates in the Board Facilities Committee.

Liaises with service providers and vendors on facilities-related matters.

Assists with day-to-day facilities troubleshooting and problem-solving.

Qualifications

Required: Bachelor's Degree in accounting or equivalent from a 4-year college or university.

Extensive knowledge of general office, accounting and bookkeeping practices and procedures and computer programs relating to the same, specifically QuickBooks and Microsoft Office.

Skill in the application of accounting principles for the development and maintenance of fiscal and accounting records.

Knowledge of human resources processes and practices.

Ability to operate computer and library automation systems, telephone and other office equipment in a proficient manner.

Ability to communicate effectively orally and in writing.

Ability to interpret and implement policies and procedures.

Ability to establish and maintain effective working relationships with the public and Library employees and volunteers.

Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job.

Ability to analyze and to creatively solve problems related to the position.

Familiarity and/or experience with public library systems and services preferred.

DRIVERS LICENSE and TRANSPORTATION:

Possession of a valid NYS Passenger Car Drivers License and personal transportation required for job-related assignments.

Physical Activity Requirements

While performing the duties of this job, the Business Manager stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.