

South Holland Public Library

16.0 Job Descriptions



16.2 JOB TITLE: Business Manager
DEPARTMENT: Administration
REPORTS TO: Library Director
SUPERVISES: Maintenance and Custodial Staff

POSITION SUMMARY:

This exempt, full-time position is responsible for office management, records management, building management and public accounting functions of the library in conformance with library policies and procedures.

Responsibilities and Duties:

- Provides friendly, courteous and accurate service to all users.
- Responsible for accounts payable including obtaining invoice approval, assigning appropriate expense fund, and entering expenses in *Year-to-Date Expenditure* report.
- Submits monthly summary and invoices to the Village Accounts Payable Clerk for check processing and distribution.
- Responsible for cash receipts including auditing and depositing monies from fines, lost materials payments, donations, copier/print/fax monies, notary fees, and other miscellaneous funds; and entering revenue in *Year-to-Date Revenue* report.
- Responsible for semi-monthly bank deposits.
- Submits bank deposit slips and fund summary to the Village Treasurer.
- Reconciles monthly *Check Register*, *Budget Comparison Analysis* and *Balance Sheet* received from the Village Treasurer.
- Prepares all financial reports requested by the Library Director for the Board and Department Managers.
- Responsible for vendor files and communications.
- Administers and maintains petty cash account.
- Assists the Library Director with preparation of the annual budget.
- Monitors expenditures to stay within budget limits.
- Provides detailed documentation as requested by the independent auditor.
- Assists with the library newsletter.
- Oversees the memorial book donation program.
- Prepares the monthly Board packet.
- Takes minutes at all Board meetings and other meetings as needed.
- Monitors records management and disposal.
- Purchases office supplies, furniture, equipment, etc. as needed.
- Hires, trains, evaluates, supervises and manages Maintenance and Custodial staff.
- Manages facility and equipment maintenance.
- Purchases custodial and building supplies.
- Responsible for acquiring and maintaining building maintenance contracts.
- Manages building projects as assigned by the Library Director.
- Assists the Library Director in the development of departmental goals and objectives.

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- Recommends, develops, implements and evaluates plans for the Business Office and Maintenance and Custodial staff.
- Maintains library statistics over time in order to prepare monthly and annual reports for the Library Director.
- Assists in the development of the department and building budgets and oversees appropriate expenditure of funds.
- Creates and maintains the Business Manager procedure manual.
- Attends continuing education and networking events.
- Acts as person-in-charge with other management team members in the absence of the Library Director.
- Maintains appropriate communication and attitude with trustees, library staff, users and vendors.
- Assists in maintaining an appropriate atmosphere in the library.
- Works with the Library Director and other department heads on strategic planning and other library-wide issues, initiatives and events.
- Complies with all library and personnel rules and regulations.
- Performs other work as assigned.

Knowledge, Skills and Abilities:

- Knowledge of professional standards and best practices in public accounting, office management, and records management.
- Knowledge of Freedom of Information Act (FOIA) and Open Meetings Act (OMA) regulations.
- Ability to work primarily in a workstation environment requiring extensive periods of sitting, using a computer keyboard and reading a computer monitor.
- High level of mathematical skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Ability to remain calm under pressure.
- Ability to multi-task while ensuring meticulous accuracy.
- Ability to handle confidential and sensitive information with discretion, tact and diplomacy.
- Ability to supervise others and manage a department.
- Ability to exercise initiative and to make independent decisions.
- Ability to use sound judgement and logical reasoning in resolving problems.
- Possesses interpersonal skills to work effectively with a variety of audiences.
- Ability to work effectively on a team.
- Knowledge and experience in the use of library equipment and computer programs. This includes electronics, telephone, and copy machine.
- Advanced knowledge of Microsoft Excel and experience in other MS Office components.
- Ability to develop and implement policies and procedures.

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- Ability to communicate effectively, both in writing and verbally, and to prepare and present reports and other information in the appropriate format.
- Ability to work the hours needed to complete the responsibilities of the Business Manager.
- Ability to reach, bend, stoop and lift up to 20 pounds and access library areas and materials.

Qualifications:

- Associate degree or above in accounting, bookkeeping or related field.
- Minimum of four (4) years of accounting, bookkeeping or related field work experience.
- Minimum of two (2) years of supervisory experience.
- Minimum one (1) year work experience with Microsoft Excel.
- Reads, understands, writes legibly and speaks articulately in English.
- Position requires day hours and some evening and weekend hours.
- Access to transportation.