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.
• 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.
• 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.