



## Business Manager

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<b>Revision Date:</b>	May 2012
<b>Department:</b>	Administration
<b>Job Grade:</b>	6
<b>FLSA Status:</b>	Non-exempt
<b>Number Supervised:</b>	FT: 0 PT: 0
<b>Reports To:</b>	Library Director

### General Description

The Business Manager is responsible for all accounting and most financial duties including banking and ordering supplies. This position is responsible for the supply budget in the Administration Department.

### Major Duties and Responsibilities (to include, but not limited to)

1. Prepares financial reports and attends board meetings and committee meetings as requested.
2. Knows library policies and procedures and has the ability to make judgments in relation to library policies applied to the public.
3. Coordinates cash handling and cash register procedures in collaboration with the Head of Patron Services
4. Responsible for automated accounting system records.
5. Maintains personnel and payroll records.
6. Reviews timesheets and payroll reports.
7. Processes quarterly unemployment returns.
8. Reviews monthly bills for payment and Warrants for Operating Accounts.
9. Responsible for bank deposits.
10. Reconciles bank statements and prepares accounting reports. Transfers funds as needed from operating funds to maintain bank balance.
11. Answers correspondence regarding library accounts with vendors and suppliers.
12. Receives telephone calls in the absence of the Library Director.
13. Responsible for office equipment and copier servicing and negotiating maintenance contracts.
14. Responsible for administration supplies and postage budget lines
15. Opens mail and distributes to appropriate departments.
16. Order supplies.
17. Process annual 1099's.
18. Records and acknowledges all donations.
19. Attends weekly Management team meetings with Library Director.
20. Other duties as assigned.

### Contacts Outside of Immediate Department

- All other departments in the library
- Board members
- Repairmen
- Vendors and salespeople
- TALX, LIMRiCC, and insurance vendors
- Village Finance Department and Auditors

### Necessary Knowledge, Skills, Abilities

1. Basic knowledge of current office procedures and current office automation equipment.
2. Working knowledge of accounting, business math, bookkeeping and filing.
3. Working knowledge of Windows Operating system.
4. Working knowledge of Microsoft Office applications.
5. Ability to use good judgment in relation to library policies applied to the public.
6. Ability to exercise initiative and make independent decisions.

7. Ability to communicate effectively in English, both orally and in writing.
8. Ability to type accurately at a medium rate of speed (45-50 wpm).
9. Ability to exercise tact and decisiveness in a pleasant manner when dealing with others.
10. Ability to make appropriate judgments and prioritize in the use of time and available resources in meeting the goals of the department and the library.
11. Ability to organize work and maintain good working relationships with others.

**Qualifications for Appointment**

1. Associate Degree in Business Management or Accounting
2. A minimum two years work experience in a library, government or business environment with emphasis on financial reporting and word processing
3. A typing test is required: minimum of 45-50 wpm
4. Must be available to attend Library Board meetings

**Working Conditions**

Office conditions

**Physical Demands**

Prolonged sitting

Extensive hours of computer use

Lifting light to moderately heavy (up to 20 #) loads

**Other Essential Job Requirements**

None