

Business Office Manager

JOB OBJECTIVE:

Performs professional accounting and human resources duties, which can include public service, training and direction to patrons, staff and volunteers; performs related duties as required. The Business Office works closely with the Library Director, branch managers, and staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Documents financial transaction by entering account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Documents financial transactions by entering account information
- Substantiates financial transactions by auditing documents
- Reconciles financial discrepancies by collecting and analyzing account information
- Secures financial information by completing data base backups

- Prepares payments by verifying documentation, and requesting disbursements
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments

- Balances the payroll accounts by resolving payroll discrepancies
- Provides payroll information by answering questions and requests
- Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Prepares monthly financial reports and statistics for the Board of Trustees of Heartland Regional Library System
- Interacts in a professional and respectful manner with staff and the public
- Attend staff and community meetings as required, often outside regular working hours
- Performs other duties as assigned; management reserves the right to add or amend duties at any time

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of accounting principles, practices and procedures
- Knowledge and skill in supervisory practices and principles
- Knowledge of computerized accounting systems and applications
- Skill in performing detailed and complex numerical computations and reports
- Skill in both verbal and written communication
- Ability to determine budgets and allocate resources
- Communicate effectively and make effective presentations to small and large groups
- Knowledge of records administration and maintenance techniques and procedures
- Skill in data entry with minimal errors
- Ability to accurately prepare and maintain records, files, and reports
- Ability to maintain records of materials, supplies, time, and work performed
- Establish and maintain effective working relationships with the public, library personnel and community organization
- Work independently on many tasks at one time

- Represent the library and provide leadership for professional, educational and community organizations
- Physically perform the essential functions of the job

PHYSICAL AND MENTAL REQUIREMENTS:

- Must be able to communicate effectively in English, both orally and in writing
- Must be able to hear, comprehend, and respond to library patrons both in person and in telephone conversations
- Requires mental alertness, focus, and attention to details
- Must possess ability to record, convey and present information, explain procedures and follow instructions
- Must have clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees
- Must have good vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form
- Must have manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials
- Must have personal mobility which permits the employee to monitor, supervise and perform assigned library operations, and to attend Library district, community, and public meetings at various locations
- Must be able to sit for long periods throughout the workday, must be able to stand or walk for at least 1 hour at a time, bend, stoop, twist, push and pull carts weighing up to 100 pounds, carry up to 20 pounds, and reach from floor level to 6 feet high, to carry out essential duties of job
- Must have above average attention to detail or accuracy of bibliographic records

WORK ENVIRONMENT:

- Indoor conditions
- Must maintain professional manner when dealing with patrons, including teens, young children, staff and others
- Must be able to work independently as well as with a team
- Must be flexible, creative, patient, and have a sense of humor
- May be required to work evenings and weekends
- Must be able to tolerate dust which permits the employee to work with books and other library materials

DISCLAIMERS:

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

EDUCATION, EXPERIENCE, AND TRAINING - MINIMUM QUALIFICATIONS
REQUIRED:

- Education: Accounting Degree preferable
- Experience: Demonstrate customer service experience
- Strong interest in reading and library services
- 1-2 years working experience in human resources or accounting
- Preferably some experience with public libraries and library automation software.