

TITLE: BUSINESS MANAGER
REPORTS TO: LIBRARY DIRECTOR
JOB CLASSIFICATION: NON-EXEMPT
LIBRARY: SPRING LAKE DISTRICT LIBRARY

NATURE OF WORK

The position of Business Manager is a professional position. Under the direction of the Library Director, the Business Manager performs work involving the business and human resources aspects of library operations.

PRIMARY JOB FUNCTIONS

Listed examples are illustrative and representative of the tasks required of this position and are not intended to be complete or exclusive of this position.

- Prepares checks for payment of approved invoices.
- Handles cash receipts and deposits.
- Manages staff purchasing requests.
- Reconciles all bank accounts on a monthly basis.
- Prepares routine financial reports for all funds on a monthly basis.
- Assists the Library Director in preparing and administering the annual budget.
- Manages individual budget accounts and assists staff members in managing their individual accounts. Prepares quarterly budget reports for library staff.
- Prepares financial records for audit and works with auditors.
- Tracks investments and cash flow.
- Manages all accounts payable and accounts receivable.
- Maintains vendor relationships for supply ordering.
- Keeps records of supplies ordered and from which company ordered.
- Assists in bid processes and requests for proposals.
- Monitors all library contracts.
- Makes bi-weekly payroll submittals and manages associated payroll tasks.
- Maintain personnel records, including documentation of personnel leave and onboarding of new staff.
- Acts as the main contact for personnel benefits.
- Assists in preparing the annual state aid report.
- Prepares monthly library activity report.
- Maintains an orderly file system for reports, records, documents, and general correspondence.
- Assists Friends of SLDL with their financial matters.
- Other duties as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- An understanding of and ability to apply public library principles and practices and local library policies.
- A working understanding of the library's accounting system and investments.
- Knowledge of and ability to apply clerical/secretarial practices and procedures.
- Ability to deal effectively both openly and confidentially with the public and the library staff.
- Knowledge of software programs used in the library.
- Ability to work with the Lakeland Library Cooperative, the Library of Michigan, and other library affiliates.
- Ability to work independently.
- Ability to complete work in a timely fashion, often on a deadline.
- Ability to adapt to changing priorities.

REQUIREMENTS

- A four-year degree from an accredited college or university or equivalent experience.
- Business management experience or formal training.
- Considerable knowledge of accounting software, like Quickbooks, and Microsoft Office products, specifically Excel.
- Must possess organizational and communication skills.
- Attends and participates in staff meetings and library board meetings.
- Attends professional workshops and conferences as appropriate.
- May occasionally require evening or weekend work.

PHYSICAL REQUIREMENTS

- May occasionally require lifting and carrying objects weighing up to 50lb.
- May occasionally require stooping bending, overhead reaching.

WORKING ENVIRONMENT

- Climate-controlled building
- Fast-paced library setting with frequent distractions

By signing below the employee acknowledges that they understand the requirements, essential functions, and duties of the position.

Employee Signature

Date

Employee Name Printed

Date