

**Job Title:** Business Manager

**Description Type:**

New

Revised

8/28/2018

**Department:** Administration

**Pay Grade:** 8

**FLSA Status:** Exempt

**Reporting Relationship:**

**Reports to (Title):** Executive Library Director

**List of direct reports (by Title):**

Applicable

Not Applicable

Business Associate

**Position Summary:**

The Business Manager, under the supervision of the Library Director, is responsible for business administration, including: human resources, payroll, accounts receivable/payable, monthly and yearly financial reports and annual audit reports. Responsible for door entrance and time clock software, Board meeting setup and transcribing the Minutes subject to the Board Secretary's approval, ordering all library supplies with the exception of books and computers, supervises Business Associate and Substitutes.

**Essential Job Duties and Responsibilities**

- Prepare and administer departmental budget for the Library Director's approval
- Hire, train, evaluate and mentor department personnel and supervise their work
- Stay current with business, library and human resource trends
- Prepare for and set up Board Room for Board Meetings
- Record and type Regular Board Meeting Minutes, Board Committee Meeting Minutes and any other document pertaining to the library and its functions as needed
- Approve monthly reports for the Board packets
- Back up Library Director to fulfill FOIA requests
- Monthly checks and balances to ensure financial integrity of all library accounts; General Fund, Foundation Fund, Small checkbook and Petty Cash using a comprehensive checklist
- Prepare monthly and annual financial reports
- Using QuickBooks, input all bills, prepare checks for signing at Board meetings and mail payments promptly
- Upload report of monthly expense checks to bank for fraud protection
- Provide financial reports requested by the accountant for the yearly audit and oversee yearly outside auditor visit
- Responsible for issuing, maintaining and use of proximity cards for the time clock and door entrance

- Process new employees and maintain employee work records, verifying time worked, noting vacation days, sick leave and comp time using payroll software
- Prepare payroll and uploads to bank, monthly payroll reports, IMRF reports, 941 quarterly statements, quarterly tax statements, and yearly W-2 and 1099 forms
- Assist in entering employee time variations (vacation, sick, holiday, etc.) in the time clock software
- Coordinate Staff Service Awards, Volunteer Luncheon and Customer Service Week
- Help prepare for in-services and all staff library meetings
- Order and confirm receipt of all office, custodial, and program supplies, confirms books are received in OSA, and confirm all services were provided before submitting for payment
- Unpack and distribute supply orders as needed
- Arrange for substitute employees when needed
- Keep the instructions/warranties files for library equipment current
- Maintain office confidentiality
- Maintain the library's business records and oversee record disposal
- Develop policy and procedure recommendations
- Serve as a member of the Library's Management Team
- Serve as building supervisor as needed
- Participate in ongoing library-wide events, meetings and committees
- Other duties as assigned

**Qualifications:**

- AA in Business or Administrative Office Systems or above
- Working knowledge of Microsoft Office applications
- Working knowledge of Windows Operating system
- Knowledge of QuickBooks desirable
- Payroll Experience
- Demonstrated ability of strong communication and interpersonal skills
- Valid driver's license and proper vehicle insurance or ability to travel

**Working Conditions/Physical Requirements:**

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 50 pounds and push/pull 150 pound carts