

The Business Manager is responsible for accurately maintaining public funds and efficiently implementing personnel and bookkeeping procedures, and overseeing office, records, and building management in order for the library to run like a well-oiled machine.

## **ESSENTIAL FUNCTIONS**

- Manages the daily business operations of the library.
- Maintains personnel, financial, business, maintenance and library records.
- Performs administrative, personnel, office and bookkeeping duties.
- Serves as the recording secretary for the Library Board of Trustees.

## **AREAS OF ACCOUNTABILITY AND PERFORMANCE**

### **Human Resources**

- Assists employees with benefit claim issues or concerns
- Assists with employment verifications
- Assists with injury and worker's compensation claims
- Keeps employee records up-to-date by processing employee status changes in a timely manner
- Maintains current knowledge of employee health, retirement, and other benefits
- Maintains employee personnel files
- Maintains the database for all employee information
- Orders materials needed for onboarding and employee recognition activities

### **Payroll**

- Collects, verifies, and processes data for biweekly employee payroll
- Enters new hires into payroll software and trains employees on its use
- Prepares payroll changes
- Primarily responsible for all payroll records within the payroll software
- Reviews and maintains time sheets and records
- Serves as a liaison with payroll services, Public Employee Retirement Fund, and Indiana Department of Workforce Development
- Serves as point-of-contact with software vendor

### **Accounts Payable**

- Answers questions regarding library accounts with vendors and suppliers
- Maintains automated fund accounting system in compliance with library accepted accounting principles

- Processes and records accounts payable and receivable, including processing of invoices, assigning appropriate expense funds, preparation and filing of claims, preparing and mailing check, electronically maintaining ledger and depositing receipts
- Responsible for the payment of bills and oversees accounts payable

### **Finance**

- Assists the Library Director with the annual budget, and financial reports and audits
- Counts and balances daily deposits, and prepares bank deposits
- Empties library wide coin-up machines weekly and records collected amount
- Monitors bank and fund balances, makes recommendations for investment to director and invests funds as approved
- Monitors expenditures to stay within budget limits
- Prepares and distributes 1099s for vendors
- Prepares monthly Treasurer's Report
- Reconciles bank statements and prepares accounting reports. Transfers funds as needed from operating funds to maintain bank balance
- Records and acknowledges all donations
- Responsible for automated accounting system

### **Library Board of Trustees' Recording Secretary**

- Assists with the assembly and distribution of monthly Board meeting packets
- Attends monthly Board meetings, takes and prepares meeting minutes
- Maintains official records
- Maintains Trustee contact information
- Makes location and room accommodations

### **Facility Maintenance**

- Manages facility and equipment maintenance

### **General Office Duties**

- Assists with preparing periodic reports and other correspondence, as requested
- Attends appropriate meetings as assigned by Director
- Copying, filing, and other administrative tasks, as required
- Maintains petty cash fund
- Maintains postage meter
- Maintains records retention schedule and coordinates records disposal activities
- Notary public for library business
- Opens mail and distributes to appropriate departments
- Organizes and maintains administrative files
- Performs other related duties as assigned
- Updates employee phone directory

## **KNOWLEDGE, CRITICAL SKILLS AND ABILITIES**

- Ability to communicate effectively, both in writing and verbally, and to prepare and present reports and other information in the appropriate format
- Ability to develop and implement policies and procedures
- Ability to exercise initiative and to make independent decisions
- Ability to handle confidential and sensitive information with discretion, tact and
- Ability to multi-task while ensuring meticulous accuracy
- Ability to reach, bend, stoop and lift up to 20 pounds and access library areas and materials
- Ability to remain calm under pressure
- Ability to use sound judgement and logical reasoning in resolving problems
- Ability to work effectively on a team
- Ability to work independently
- Ability to work primarily in a workstation environment requiring extensive periods of
- Ability to work the hours needed to complete the responsibilities of the Business Manager
- Advanced knowledge of Microsoft Excel and experience in other MS Office components
- Excellent organizational skills and attention to detail
- High level of mathematical skills
- Knowledge and experience in the use of library equipment and computer programs
- Knowledge of Freedom of Information Act (FOIA) and Open Meetings Act (OMA)
- Possesses interpersonal skills to work effectively with a variety of audiences
- Dependable, punctual, with good attendance and work habits
- Willingness to troubleshoot and solve technical issues
- Desire and ability to serve with friendliness and professionalism  
diplomacy
- Knowledge of professional standards and best practices in public accounting, office management, and records management

## **EDUCATION AND EXPERIENCE**

- Associate degree or above in bookkeeping, accounting or related field
- Minimum 4 years work experience with accounts payable, payroll and human resources

## **SUPERVISOR**

- Director

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*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*