

William B. Ogden Free Library
JOB DESCRIPTION: BUSINESS MANAGER

Title: Business Manager

Job Summary: The Business Manager performs a range of general clerical, accounting and bookkeeping support functions relating to the finances of the library.

Hours: 6 hours/week, flexible

Salary Range: \$19.33-24.04/hour

Reports To: Library Director

Responsibilities:

General accounts receivable functions

- Prepares and coordinates deposit activities
- Performs all necessary account, bank, and other reconciliations

General accounts payable functions

- Checks, verifies, and processes invoices
- Prepares and sends payments
- Sorts, codes, and enters accounts payable data
- Analyzes discrepancies and unpaid invoices
- Maintains vendor files

General payroll functions

- Collects, confirms, and processes time sheets
- Verifies taxes and other deductions
- Prepares and distributes payroll checks
- Tracks employee vacation and sick time

General support functions

- Attends all board and finance committee meetings
- Updates, verifies, and maintains accounting journals and ledgers and other financial records
- Assists in month end reporting procedures
- Prepares reports for bimonthly board meetings
- Coordinates with the finance officer to provide good stewardship of library finances
- Inventories and verifies safe deposit box contents with the finance officer
- Finds and uses accounting data to resolve accounting problems and discrepancies
- Tracks and audits petty cash
- Assists with employee expense reports
- Performs filing and general administrative tasks
- Files required forms to the state and federal government

Qualifications/Skills:

- Associate degree in business or accounting, preferred
- 1 - 3 years' experience using generally Accepted Accounting Principles and bookkeeping procedures
- Experience using QuickBooks, required
- Attention to detail
- Problem-solving
- Teamwork
- Communication skills