

Job Title: Business Manager

Grade: 7

FLSA Status: Exempt

Reports To: Executive Director

Direct Reports: None

Last Updated: February 2023

Job Summary

This position is responsible for the management and oversight of the library's financial and personnel records processes. They work closely with the Executive Director supporting Human Resources activities and serve as the Recording Secretary for all meetings of the Library Board of Trustees and its Committees.

Essential Functions

Financial and Accounting

- Manages financial procedures including but not limited to balancing, billing, invoicing and record-keeping
- Participates in annual budget planning process, preparing final budget for presentation
- Makes proficient recommendations on cash flow forecasting for long-term budgeting
- Handles all aspects of accounts payable and accounts receivable: processing invoices, time and attendance records for payroll
- Reconciles bank statements for all accounts
- Prepares monthly financial reports for presentation to the Library Board of Trustees
- Prepares warrants for approval
- Monitors petty cash disbursements
- Acts as main liaison to the Village of La Grange Finance Department
- Maintains records for auditor and prepares all documentation in preparation for audits with outside firm

Personnel and Payroll

Maintains personnel records with attentive detail and confidentiality

- Acts as a support to the Executive Director in Human Resources matters
- Develops and maintains employee onboarding documentation and collects all new employee data
- Handles employee termination paperwork
- Audits bi-weekly payroll and follows up with staff as necessary
- Administers employee benefits including health plans and Illinois Municipal Retirement Fund
- Acts as main liaison to payroll firm and manages the online timekeeping software
- Collects and records personnel-related data for state and tax reporting

Administrative Duties

- Supports Leadership Team through the hiring process from job posting to onboarding
- Receives and compiles bid information and prepares contracts in accordance with Library specifications and purchasing procedures.
- Prepares, edits, reviews and monitors contracts and often acts as a lead resource for contracts, purchasing, and payroll-related issues.

Nothing in this job description restricts La Grange Public Library's right to supplement or otherwise modify the responsibilities and duties of this job at any time. Reasonable accommodations may be made to enable individuals with disabilities or other needs to perform the essential functions of the position.

- Provides staff support to the Library Board of Trustees, including compiling meeting agendas and packets, taking and transcribing minutes, and coordinates posting information on the library website.
- Serves as the library's FOIA Officer and Open Meetings Act designee (training available)
Creates, maintains and manages the disposal of library records in accordance with all applicable records retention laws.

Leadership Team

- Engages in Leadership Team, participating in the creation of a work environment that is welcoming and inclusive for all
- Interacts with the La Grange Public Library community as a library representative at select events and meetings
- Interprets and enforces library policies and procedures to resolve customer concerns as a Person-in-Charge. Serve as team resource for Person-in-Charge related responsibilities
- Cooperates as a team member with all staff in performing duties essential to the achievement of effective library operations
- Other duties as assigned

Knowledge, Skills and Abilities

- Adept at establishing and maintaining effective working relationships with staff, trustees, vendors and the public
- Strong interpersonal skills and the ability to communicate effectively in a variety of formats
- Capacity to manage multiple projects simultaneously, using good judgment to prioritize tasks
- Discipline to work with minimal supervision, making decisions within stated guidelines to solve problems and produce accurate work in a timely manner
- Ability to work through complex, multi-step projects to completion with precision and attention to timing
- Exercises initiative and to make independent decisions.
- Knowledge of professional standards and best practices in public/fund accounting, office management, and records management.
- Expert level mathematical skills.
- Proficient use of business English, spelling, punctuation, grammar, advanced bookkeeping terms and concepts.
- Expert proficiency in Microsoft environment (Excel, Word, Outlook, et al.)
- Familiarity with current human resources practices and applicable laws

Minimum Qualifications

- Bachelor's degree or equivalent combination of education, training and experience in accounting, bookkeeping, business, or public finance
- Two (2) years of experience in an office environment
- Government or nonprofit workplace experience preferred
- Knowledge of accounting principles in a tax-supported organization, experience using Abila MIP and QuickBooks a plus
- Commitment to continuous improvement and self-directed learning
- Access to regular, reliable transportation to conduct Library business-related tasks.

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Working Conditions

- Primarily works in a standard, office workstation environment requiring extensive periods of sitting, using a computer keyboard and reading a computer monitor.
- Occasional bending, lifting, reaching or push/pull up to 50 pounds and lift to 25 pounds.
- Occasional travel to meetings, training or offsite work within the La Grange service area and across Illinois
- Opportunity for hybrid work and schedule flexibility