

**OSTERHOUT FREE LIBRARY
BUSINESS MANAGER
JOB DESCRIPTION**

SCOPE OF THE JOB:

1. This position reports to the Executive Director of the Osterhout Free Library.
2. Supervises and coordinates the activities and operations of finances under the umbrella of the Osterhout Free Library. This includes the financial matters of the Osterhout Free Library, Wilkes-Barre Library District, and Luzerne County Library System.
3. The Business Manager collaborates with department managers, outside agencies, and the Board of Directors of the Osterhout Free Library by overseeing all aspects of accounting, finance, and business needs.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develop and implement accounting and fiscal control systems and procedures; review, develop, and modify accounting methods to improve existing procedures, to ensure conformity to policy and to increase effectiveness; ensure compliance with sound accounting practices and applicable regulations.
2. Responsible for daily cash reconciliation and regular bank deposits.
3. Participate in the development and implementation of goals, objectives, policies, and priorities for the accounting department; identify resource needs; recommend and implement policies and procedures.
4. Develop and implement a sub accounting system for all restricted investments to ensure funds are being properly administered; create a system to monitor grant activity, special project accounts, and compliance.
5. Prepare financial sections of the State Library Annual report for the Osterhout Library, Wilkes-Barre Library District, and the Luzerne County Library System.
6. Ensures financial objectives are met and company procedures are followed;
7. Ensures that invoices are paid in a timely manner;
8. Develops the annual budget in conjunction with the Executive Director, and Board of Directors, and monitors budget performance throughout the fiscal year;
9. Ensures that expenditures are consistently aligned with budgets;
10. Provides timely and accurate financial information, analysis and projections as needed for the Executive Director and Library's board;
11. Produces monthly and audited year-end financial statements;
12. Ensures that all required state and federal reports are filed in a timely manner;
13. Prepares and submits payroll through a 3rd party payroll system;
14. Assists with health insurance administration; Coordinates the implementation and maintenance of the Simple IRA plan; acts as liaison with the plan investment administrator; responds to staff questions.
15. Assist in the development and monitoring of a disaster recovery plan as it relates to the accounting records.

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OTHER DUTIES OF THE JOB:

1. Attend and participate in professional meetings; stay abreast of new trends and innovations in the field of accounting.
2. Meets the state requirement of 6 Continuing Education credits every two years.
3. Performs other job-related duties as required.

WORKING CONDITIONS:

1. Full-time position, 37 hours per week.
2. Work is performed primarily in indoor shared-office environment, in community meeting rooms and at the library. Occasionally meetings are held offsite.
3. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, or muscle strain. The noise level in the work environment is usually moderate.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to talk or hear; is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. Occasionally required to stoop, kneel, crouch, or crawl.

QUALIFICATIONS:

1. Bachelor's degree specializing in accounting, finance, business administration or a related field is required. Certifications and/or advanced degree a preferred;
2. A minimum of 3 years of relevant experience in areas of accounting or finance;
3. Experience working with nonprofit organizations a plus;
4. Experience with reporting of financial data and audit coordination;
5. Ability to manage multiple projects concurrently and shift to urgent projects, as needed;
6. Excellent organizational skills, including multitasking and time-management;
7. Strong attention to detail;
8. Ability to work on tight deadlines;
9. Must possess ability to communicate effectively and present financial matters.
10. Ability to establish and maintain effective working relationships with the Executive Director, Management Team members, staff members, board members, community officials, agency representatives and, the public.
11. Willingness to assist and support coworkers, contribute ideas, and maintain flexibility. Ability to adapt to a rapidly changing environment.
12. Personal qualities of patience, integrity, credibility, and dedication to the Library's mission;

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13. Highly proficient with computer technology, experience with MS Office, and with accounting software such as Sage accounting, QuickBooks, etc.;
14. Skill in managing workflow. including ability to identify, negotiate, establish, communicate, and apply priorities. Ability to give and follow complex written and/or verbal instructions and to pay close attention to detail.
15. Ability to develop work-related goals and objectives. Willingness to develop job-related abilities, skills and knowledge. Willingness and ability to keep abreast of changing technologies and procedures, and to assume responsibilities required by introduction of different services and equipment.