

Location: Main Branch

Title: Business Services Manager (LP3)

Boone County Public Library is seeking a full time Business Services Manager to be a part of a creative and collaborative team. Under the general direction of the Director, the Business Services Manager is responsible for organizing and the oversight of daily receipts including accounts payable and receivables. The Business Services Manager interacts extensively with the vendors and other staff members.

Responsibilities:

- ✓ Plan, manage and direct business office functions including bookkeeping, payables, receipts, purchasing, filing, and record retention of the business office.
- ✓ Monitor checking/ savings/ money market and investment accounts to ensure availability of funds for daily operations and capital expenditures for the system. Implements cash transfers as needed.
- ✓ Work with library administration to develop, implement and evaluate business office policies, procedures and internal controls.
- ✓ Responsible for the submission of the library payroll including verification, distribution and recordkeeping.
- ✓ Prepare reports and compile statistics related to financial and office activity for the Board, Accountant/Financial Advisor, Director, State Library, Department of Local Government and grant agencies.
- ✓ Participate in the personnel process for business office staff including hiring, supervision and performance management/development
- ✓ Participate as a member of the system management team.
- ✓ Perform related duties as assigned by the Director

Knowledge/Skills/Other Requirements:

Undergraduate degree in Business preferred with 2 - 5 years progressively more responsible related work experience. Combinations of related education and work experience will be considered. Prefer at least 2-5 years supervisory experience

Project Management skills which include development, oversight and completion.

Demonstrate strong organizational skills, both independent management of the central department and system wide services

Ability to apply effective principles of supervision to direct and motivate employees and team building skills

Ability to establish and maintain effective working relationships with other employees and the public

Ability to work independently, set priorities, and manage multiple projects

Ability to communicate effectively verbally and in writing; strong presentation skills

Knowledge of basic bookkeeping and filing principles and practices

Ability to do repetitive tasks with speed and accuracy

Proficiency with Windows-based PC's, Microsoft Office products, Internet, email, and related products and procedures

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Reaching, bending, kneeling and crouching to retrieve to pack and unpack boxes

Salary:

Starting \$ 45,760 or commensurate with education and experience: includes excellent benefit package, which includes a healthcare coverage option at no cost to employee, and participation in the County Employees Retirement System.

Application Information:

If you have the qualifications for this position, send job application, cover letter and resume to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

jobs@bcpl.org

fax 859-689-0410

Deadline for accepting applications: January 11, 2019