

Business Services Director (Full time) – Main

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of a full time Business Services Director to be a part of a creative and collaborative team. Under the general direction of the Executive Director, The Business Services Director is responsible for planning, managing, and directing all business office functions to ensure efficient operations, regulatory compliance, and financial sustainability. This role oversees strategic planning, operational management, and the implementation of business services. The Business Services Director interacts regularly with vendors, staff, and senior leadership and serves as a member of the system's management team.

As a Business Services Director, a typical day may include the following...

- ✓ Develop and implement strategies to optimize business office operations, including payables, receipts, purchasing, filing, and record retention.
- ✓ 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.
- ✓ Collaborate with senior management to align business services with overall strategic objectives.
- ✓ Develop and implement policies and procedures to mitigate risks and maintain strong internal controls.
- ✓ Prepare reports and compile statistics related to financial and office activity for the Board, Accountant/Financial Advisor, Executive Director, State Library, Department of Local Government, and grant agencies.
- ✓ Coordinate year-end audits and reviews to assess compliance and identify opportunities for improvement.
- ✓ 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 Executive Director

This job maybe a good fit for you if you have...

Undergraduate degree in Accounting, Finance, 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

SKILLS and ABILITIES

Knowledge of relevant laws, regulations, and best practices in financial management and business administration.

Proven experience in financial management, accounting, or business administration.

Strong understanding of financial principles, budgeting, and financial analysis.

Excellent organizational and time-management skills.

Exceptional communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.

Proficiency with accounting software, Microsoft Office, and Google Suites.

Strong attention to detail with analytical and problem-solving abilities.

Demonstrated ability to apply effective leadership and supervisory principles to support employee success.

Ability to establish and maintain effective working relationships with staff and the public.
Ability to work independently, set priorities, and manage multiple projects.
Ability to perform repetitive tasks with speed and accuracy.

Light to medium work involving lifting, pushing, or pulling up to 20–50 lbs.
Reaching, bending, kneeling, and crouching to retrieve and replace supplies and files.
Handling and manipulating library materials, forms, invoices, checks, and files.
Frequent use of computers and office equipment.
Visual acuity sufficient to read printed and digital text in various font sizes.

What we have to offer...

Starting at \$ 60,112 annually or commensurate with education and experience. Excellent benefits package, which includes healthcare, dental and vision coverage at no cost to employee, including a generous time off policy and participation in the County Employees Retirement System as well as a tuition assistance program.

If you have what we're looking for in this position, send cover letter (including salary requirements), job application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.

We are offering a competitive salary for this role. Recognizing that every candidate brings unique skills and experience to the table, as such, we are open to negotiating the salary to ensure that we arrive at a mutually beneficial arrangement.

The Boone County Public Library is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, age (40 or over), disability, veteran status, genetic information or other characteristics protected by law.