

## **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 organizing and the oversight of daily receipts including accounts payable and receivables. The Business Services Director interacts extensively with the vendors and other staff members.

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

- ✓ 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 Executive Director

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

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

### **SKILLS and ABILITIES**

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, Google suites, Internet, email, and related products and procedures

## **PHYSICAL DEMANDS**

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

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

## **What we have to offer...**

Starting at \$ 60,112 annually or commensurate with education and experience: includes excellent benefit package, which includes a Medical, Dental and Vision coverage options at no cost to the employee, and participation in the County Employees Retirement System.

## **Position open until filled.**

**If you have what we're looking for in this position, send cover letter, job application and resume to:**

Human Resources Director  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
[jobs@bcpl.org](mailto:jobs@bcpl.org)  
fax 859-689-0410