

Cheltenham Township Library System

Job Description

Date: January 5, 2022

Job Title: Business Manager

FSLA Status: Exempt

Reports to: Executive Director

Job Summary:

The position of Business Manager is a professional position. Under the supervision of the Executive Director, this position plans, organizes, and manages all activities related to the library's finance functions including payroll, accounting, and budgeting. Additionally, this position provides leadership and organization to the management team, coordinates human resource responsibilities, and implements library culture initiatives.

Primary Responsibilities:

- Manages and participates in the development and administration of the library's budget and directs the forecast of additional funds needed for staffing, equipment, and supplies. Directs the monitoring and approving of expenditures and the preparation and implementation of budgetary adjustments.
- Participates in all aspects of planning including evaluating accounting procedures and financial controls. Ensures compliance with applicable laws, regulations, and accounting standards and recommends changes to financial and accounting policies.
- Provides management and leadership to staff to support all aspects of human resource development.
- Assists in formulating and interpreting management decisions, directions, policies, and procedures to departmental staff and the public, and relays public and staff needs and suggestions to management.
- Assumes responsibility for coordination of annual audit process. Responds to and implements audit recommendations.
- Manages and participates in all activities related to the library's accounting function, including the accounting system, payroll, accounts payable, processing, and issuance of checks and cash receipts.
- Works with the Finance Committee and financial advisors to manage the library's investment portfolio, reviews investments to ensure they meet policy guidelines and that adequate cash flow is available to meet obligations, and makes recommendations regarding investment of library funds.

- Oversees and manages the library's pension benefit reporting. Oversees the payroll and benefits administration functions.
- Prepares and presents financial reports, including investment recommendations, to the library board. Other reporting completed as needed, including required Federal and State reporting, annual finance report, and quarterly budget reports for staff.
- Maintains personnel records and acts as the main contact for personnel benefits. Communicates changes in the library's payroll and benefit administration and ensures proper compliance is followed.
- Monitors trends, innovations, and changes to regulations or technology in the fields of finance, accounting, payroll, and benefits and evaluates their applicability to the Library.
- Assists in bid processes and monitoring for all library contracts.
- Supports the library's mission, vision and values to improve community relations while partnering with the Executive Director to successfully achieve the objectives of the library's strategic plan.
- Assists with creation and maintenance of policies and procedures for department manuals and handbooks.
- Oversees matters relating to facilities, insurance and major equipment acquisition and maintenance.
- Negotiate/manage project-related contracts with consultants, contractors and suppliers.
- Oversee risk management and legal activities such as business insurance, memorandums of agreement, contracts, leases.

Secondary Responsibilities:

- Reads journals/publications for professional development.
- Participates in staff meetings and trainings.
- May attend local, regional, and state workshops and conferences.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of public library principles and practices. Ability to learn and apply local library policies.
- Proficiency with Microsoft Office, Google Suite, digital services and devices.
- A working understanding of accounting system and investments.
- Ability to deal effectively both openly and confidentially with the public and the library staff.
- Ability to work with the Montgomery County Library Consortium, the Office of Commonwealth Libraries, and other library affiliates.
- Ability to work independently and adapt to changing priorities.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.

Requirements:

- A four-year degree from an accredited college or university with major coursework in business or public administration, accounting, finance, or related field. Knowledge of principles and practices of government administration, finance, and accounting.
- CPA certification desirable. Library experience preferred. Human Resource Experience required.
- Considerable knowledge of accounting software like Quickbooks, as well as the Microsoft Office suite, specifically Excel.
- Flexible schedule including evenings.

Physical Requirements:

- Ability to lift, carry, and transport up to 40 pounds.
- Ability to shelve or retrieve books through bending and reaching.
- Ability to retrieve library materials from all heights of shelves and access all locations in the library.
- Ability to enter and access information on a computer.

Working Conditions:

- Climate-controlled building. May work off campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

Reporting Relationship:

Reports to the Executive Director. In absence of that person, reports to President of the Board of Library Directors of Cheltenham Township.

Directly supervises three staff members: Office Assistant, Accounting Assistant and Delivery/Maintenance Person.

The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.