

Business Manager – Cheltenham Township Library System

The Cheltenham Township Library System is seeking a Business Manager to oversee finance and human resources for a public library system consisting of four branches. CTLS employs 31 staff members and has annual revenues and expenditures of \$2M+. The ideal candidate will be well-versed in budget development and monitoring, accounts payable and receivable, HR, retirement and health insurance systems, and vendor contracts. The Business Manager is a key member of the administrative team. The full job description is available at <https://cheltenhamlibraries.org/about-us/job-opportunities/>

Key Qualifications:

- A minimum of five years of senior-level financial operations experience, with thorough knowledge of accounting principles, practices, and applications
- A four-year degree from an accredited college or university with major coursework in business or public administration, accounting, finance or related field.
- Experience in a nonprofit setting is strongly preferred
- Demonstrated experience and proficiency using QuickBooks
- Handles confidential information responsibly and ethically

Starting Salary:

CTLS offers a competitive compensation package including salary (range \$70,000 - \$82,000), health, vacation, defined benefit plan, and other benefits.