



Business Manager

Position Details:

Reports to: Director

Hours: Full-time

FLSA Status: Non-Exempt

Benefits: Health, dental, vision, HSA match are available, plus vacation and sick/PB time and 13 holidays paid off

Salary Range: \$37,000-\$43,000 (depending on education, experience, and expertise)

Required Experience: At least an Associate Degree or some equivalence of higher education in a relevant field or a High School Diploma/GED with specialized training and work experience in bookkeeping, business accounting, and management. Must remain up to date on accounting software, Excel, and SBOA standards.

Experience working in Human Resources is strongly desired, but not required.

The candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.

Position Summary: The business manager, under the leadership of the library director, is responsible for making sure the library is in compliance with all State Board of Accounts (SBOA) guidelines and is prepared for SBOA audits, keeps accurate accounts of all funds, payroll, accounts payable, creates financial reports according to SBOA guidelines, maintaining accurate records of employee hours and schedules, and assisting the director with financial planning for the library. The business manager also ensures that supplies at all locations are kept stocked with supplies and orders new supplies, equipment and furnishings as needed.

Essential Functions:

- Maintain accurate financial records
- Use bookkeeping software, spreadsheets and databases
- Recording and annotating financial documents to make internal and SBOA audits go smoothly
- Check for accuracy in figures, postings and reports
- Enter (post) financial transactions - cash, checks, receipts and vouchers in the appropriate software
- Printing of checks and vouchers and making sure that automatic withdrawals occur correctly

- Reconciliation of monthly bank statements
- Prepares and uploads monthly bank reconciliation report and bank statements, approved board minutes and Financial Report to Gateway monthly
- Prepares and uploads IOOR Form Certified Report of Public Employees to Gateway annually
- Prepares and uploads detailed Annual Financial Report (AFR) to Gateway
- Produces monthly and annually and requested financial reports for director and board members and SBOA
- Manages some vendors or agencies that require navigating their website or email to print or pay invoices
- Assist the director in maintaining internal controls
- Track spending according to budget appropriations
- Aid director in preparation of annual budget and financial report
- Run background checks and communicate with potential hires the items needed from them before employment begins
- Onboard and provide newly hired employees list of benefits, handbook, and needed materials for employment
- Keeps confidential all financial and personnel information
- Maintain accurate payroll records
- Keeps accurate records of hours worked, vacations hours, sick/personal hours and comp. time (salaried) for all employees
- Utilizes software program and bank direct deposit program to pay employees
- Manages Indiana Workforce Development requests and reports
- Keeps a file for 1-9 Forms
- Maintains W-4 Forms
- Prepares and inputs Federal Internal Revenue amounts on EFTPS website each pay period (income taxes)
- Prepares and sends/uploads quarterly Federal 941 Form
- Prepares and sends/uploads quarterly State Wage and Contribution/Employment Report
- From software, prints and checks for accuracy and sends/uploads yearly Federal W-2 Forms, Federal W-3 Transmittal Form, 1099 Misc. Forms (and 1096 Transmittal Form) and State WH-3 Form
- Manages PERF account/manages PERF contributions to PERF website each pay period
- Manages Health Spending Accounts (HSA) and makes employee deposits at bank
- Manages census/roster for Ascension/Tri-State and VSP (Vision) employee insurance, Anthem (IPEP) and Paramount (Dental) accounts
- Inventory
- Assists in ordering furniture, equipment, library and office supplies for main Tell City library location, bookmobile and Cannelton library branch
- Ensures that adequate supplies are available at all locations
- Prepares and tracks magazine and newspaper subscriptions on Excel spreadsheet
- Maintains basic knowledge of Indiana Evergreen circulation system and can assist at circulation desk as needed
- Attends bookkeeping software conferences and SBOA accounting workshops in person or by webinars
- Other duties as assigned

Required Knowledge, Skills and Abilities:

- Ability to use computer equipment and software
- Ability to use Microsoft Excel, Word, and AVC or other accounting software
- Ability to understand and apply internal control standards
- Ability to learn standards of the State Board of Accounts
- Ability to be focused on details
- Ability to support and uphold the library's mission
- Ability to be flexible to progressive change
- Ability and willingness to become familiar with library services, programs, collections, and procedures
- Ability to communicate effectively across all platforms of communication
- Ability to work harmoniously and effectively with others as a team member
- Ability to work flexible schedule including evenings and weekends as assigned
- Ability to sit or stand for prolonged periods (an hour or longer)

Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk or hear. The employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 lbs.

The position will remain open until filled.

7.25.24