

Job Description

Position Title: Business and Human Resources Manager, Full-time, exempt

General Summary: The Business and Human Resources Manager provide primary oversight for administrative operations in the areas of accounting, finance, purchasing, accounts payable, payroll, and human resources. The position shares responsibility for the operation of the library district by serving as a member of a management team with the Director and other Administrative staff.

Essential Duties:

Manage and invest all library funds, as directed by the Library Board.

Responsible for accounting and financial reporting functions for Library, including annual audit.

Prepares payroll as required following payroll schedule

Maintain bookkeeping records; prepare checks for signatures; maintain accounts payable including vendor, purchase order, and invoice records; and make bank deposits.

Assist Library Director with general oversight of operating budget.

Manage all grant and special project funds, including e-rate.

Prepare financial reports for the Library Director and Board of Trustees.

Actively pursue continuing education opportunities, read professional journals and keep informed of the latest developments in the field; participate in professional organizations

Participate as an Administrative team member in budget development and strategic planning.

Maintain a working knowledge of the policies and procedures of the library district

Recommend and implement library policy and procedures, particularly with respect to financial matters and human resources, in collaboration with Director, Administrative team, legal counsel and Board of Trustees.

Develop and maintain job descriptions, personnel classifications, and compensation.

Coordinate recruitment activities; write and place advertisements, post open positions, participate with Director and Assistant Director in screening and interviewing for professional and some staff positions; checks references and make recommendations for hiring.

Prepare all necessary forms and perform administrative functions to activate and terminate employees, including new hire paperwork, benefits briefings and forms, COBRA information and forms, etc.

Manage employee benefit programs and act as Benefits Coordinator.

Maintain personnel records as required by law and Library policies.

Consult the Library's legal counsel and other human resource professionals on employee issues for the Director and supervisory staff.

Oversee performance appraisal system with Administrative team, review appraisal system on regular basis for updates.

Notify supervisors and management when employee evaluations are due and assist in the evaluation process.

Respond in a timely manner to Worker's Compensation claims and complete required worker's compensation reports in a timely manner. Advise employees with work-related injuries and ensure that medical care, when needed, is provided.

Complete unemployment claims in required time frame and ensure that the Library is represented in contested claims.

Serve as a resource to Library staff and provide a confidential environment for employees to discuss personal and work-related issues.

Ensure that disciplinary issues are handled appropriately.

Job Requirements:

Must possess a Bachelor's Degree in accounting, finance or related field

Must possess a valid Missouri driver's license

Two to five years of accounting experience required

Experience with QuickBooks payroll preferred

Library or public sector experience preferred

Human resources generalist experience preferred

Ability to communicate clearly and effectively, both orally and in writing

Good organizational and customer service skills

Ability to work independently and self-directed

Adaptable to changing and evolving procedures, priorities and information technologies

Working knowledge of QuickBooks, QuickBooks payroll and Microsoft Office programs

Knowledge of principles of accounting

Knowledge of and adherence to library policies

Maintain superior management skills and a professional attitude

Hours: Full-time, exempt position with a minimum of 40 hours per week, typically 8:00 to 5:00 Monday through Friday.

Compensation:

Salary: \$50,000-\$60,000 starting range, depending on the candidate's experience and qualifications.

Benefits included paid holidays, vacation and sick leave. Employer provides health, dental and life insurance. Contributory retirement plan (LAGERS).