

Guilderland Public Library is hiring for a full time **Library Business Manager**.

Job Overview:

The Guilderland Public Library is a dynamic and growing organization dedicated to providing exceptional library services and resources to our community. We are currently seeking a Library Business Manager who serves as the head of the fiscal department and oversees all financial aspects of the Library. The job responsibilities include but are not limited to accounting, budgeting, financial reporting, payroll, reconciliation and all other relevant financial regulations. The successful candidate will provide complex professional assistance to the leadership team and the Board of Trustees in areas of expertise. The Library Business Manager will also supervise staff within the fiscal department.

Duties

- Manages financial accounts and various other clerical records concerned with the business management of the department and may instruct clerical staff in the specialized details of work;
- Assists the administration in development of fiscal policies and procedures;
- Acts as liaison between Department employees and the Human Resource Department for the purpose of managing employee payroll and benefits;
- Oversees the requisitioning and purchasing of all equipment and supplies;
- Oversees the department invoicing process;
- Compiles materials for and assists in the preparation of the annual budget;
- Prepares and reviews weekly payrolls and audits the same;
- Conducts correspondence and prepares a variety of reports in connection with financial and clerical activities;
- Trains clerical staff in financial record keeping and related business management activities;
- Prepares and issues local, state and federal financial and statistical reports;
- Supervises the work of subordinate office employees as needed

Requirements:

- Thorough knowledge of modern business administration procedures and methods;
- Thorough knowledge of purchasing, budgeting procedures and accounting methods;
- Thorough knowledge of department policies, benefits and collective bargaining agreements;
- Ability to acquire familiarity with laws, policies, regulations and practices affecting the agency;
- Ability to prepare clear and concise financial reports;
- Ability to organize and maintain office records and files;

- Ability to complete work independently, in an efficient, thorough and accurate manner;
- Ability to efficiently use a personal computer and have thorough knowledge of common software programs including Microsoft Outlook, Word, Excel and Access;
- Ability to use payroll and financial management software and ability to learn new software applications;
- Ability to work in a discrete, tactful and courteous manner.

Qualifications:

Education: Bachelor's Degree in Accounting, Business Administration, or a related field.

Experience:

Minimum of three years of experience in financial management, preferably in a supervisory or management role in a library or other non-profit environment. Experience with accounting software (e.g., Paycom, Sage, Paylocity, Quickbooks etc.) is required. Proven track record in budget development, financial management and reporting

Skills:

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Attention to detail and accuracy.

Preferred Qualifications:

- Experience working in a public library setting.
- Knowledge of grant writing and fundraising.
- Knowledge of NYS grants
- Master's Degree

Note:

This job description is intended to be a general representation of the responsibilities and qualifications

required for this position. It is not intended to be an exhaustive list of duties. The Guilderland Public Library reserves the right to amend this job description at any time.

Salary:

The Guilderland Public Library offers a competitive salary range of \$80,000 - \$90,000 annually commensurate with experience. This is a 35 hour per week full time position .

Benefits:

We provide a comprehensive benefits package including:

Health Insurance: Medical, dental, and vision coverage options.

Retirement: Participation in the New York State Retirement System (NYSTRS).

Paid Time Off: Generous vacation, sick, and holiday leave.

To apply, please submit a cover letter and your resume to Human Resources Manager, Alison Rodrigues-Jadav at jadava@guilderlandlibrary.org.

Employment at the Guilderland Public Library is governed by Albany County Civil Service. There is no current list or exam for this title, and it is being submitted for the NY HELPS program. Until approved the candidate will be hired provisionally.