



**GLENWOOD-LYNWOOD PUBLIC LIBRARY DISTRICT | 19901 Stoney Island | Lynwood, IL 60411**

## **Business Manager**

**Full-Time, 35 hrs per week**

**Salary: \$15 to \$22 per hour**

### ***Qualifications:***

- HS Diploma required, college preferred
- 2 years of experience working with organizational budget and financials
- Computer proficiency: Microsoft products – Word, Excel, Publisher; QuickBooks preferred
- Available to work evenings if needed
- Good written and verbal communication skills
- Sign confidentiality agreement
- Criminal background check
- Ability to work confidentially
- Ability to work effectively and calmly with frequent interruption
- Detail oriented personality
- Willingness to continue professional development
- Must have reliable transportation

Past HR/business office/secretarial experience preferred

### ***Responsibilities include but not limited to:***

- Performs payroll duties including reporting hours to payroll service, processing new employees, and filling regulated forms
- Organize, update and maintain personnel records
- Become familiar with IMRF and health care insurance and all personnel policies
- Maintain vacation/sick/comp time on spreadsheet
- Inform staff quarterly of their available vacation/comp/sick time used-available
- Maintain vendor files & vendor communication
- Maintain official library records monthly
- Co-purchaser for office & technical services' processing supplies
- Processes and prepares payments to all vendors
- Prepares financial statements for monthly board meeting & board packets
- Attends monthly library board meetings
- Works with Library Director, Library Board President, and Board Treasurer on the library's Financial Committee (when needed)
- Reconciles all cash collections including cash register receipts, copy machines, and print kiosks.
- Banking and post office as needed
- Works with Library Director on budget, budget & appropriations, levy, and other financial aspects
- Prepare for annual audit & treasurer's report

Other responsibilities will be added/removed as position changes & evolves over time