



Position Available

Business Office Manager

Full Time, 35 hrs per week

\$15 to \$22 per hour DOQ

Seeking an organized, energetic, friendly person to manage the business office of a busy library.

Duties include but not limited to: accounts payable, payroll processing, maintenance of employee and all other business files, prepare and deliver trustee packets monthly, inventory and ordering of library supplies, extensive vendor contact.

Qualifications: High School Diploma, college preferred. 2 years of experience working with organizational budget and financials. Proficiency in Microsoft Word, Excel and Publisher; QuickBooks preferred. Excellent written and oral communication skills. Prefer candidate with background in business, whether college coursework or past office experience. Candidate must submit to a criminal background check.

Additional Benefits: IMRF pension; 2 weeks vacation; health and life insurance (20% paid for by employee)

Send resume and cover letter to:

Brian Vagt, Library Director

19901 Stoney Island Avenue

Lynwood, IL 60411

vagtb@glpld.org

No Phone Calls Please

Deadline for Applications: Friday, May 14, 2021 @ 5:00 PM