

## **IFLS LIBRARY SYSTEM Job Description**

**Job Title:** Business Manager

**Reports To:** Director

**FLSA Status:** Exempt

**Date Approved:** July 5, 2022

**Revised Date:**

### **SUMMARY**

Responsible for the System's business office which includes independently preparing and maintaining all System, MORE shared system and grant financial and fiscally related records, reports, schedules, files, etc.; preparing and maintaining the majority of System statistical records; and providing fiscal advisory assistance to the Director, Board, staff and member librarians. Assists the Director with the maintenance all human resource functions and requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

#### **Business Manager (50%)**

- Develops and administers fiscal policies and procedures
- Executes accounts payable and receivable functions
- Maintains electronic ledgers
- Prepares, monitors, analyzes, and updates the IFLS and MORE budgets in consultation with the Director and MORE Administrator
- Reviews and updates chart of accounts
- Invests IFLS funds based on the Investment Policy
- Prepares semiannual Investment Report for the Board
- Makes bank deposits and fund transfers
- Prepares invoices and monitors collections
- Coordinates procurement functions
- Manages grant fund requirements
- Prepares financial reports for IFLS Board and Staff and MORE Directors
- Maintains and updates the IFLS inventory of equipment and furnishings
- Prepares financial reports for annual reports, grants, and other reports
- Schedules and prepares supporting materials for annual audit
- Reviews adequacy and monitors cost of insurance policies

#### **Human Resources/Personnel Assistant (30%)**

- Maintains confidential personal records
- Prepares and submits necessary reports to the various public employee departments and agencies
- Monitors compliance with applicable Federal and State laws and IFLS Personnel Policy
- Provides and implements payroll functions and administration of employee benefits
- Maintains contacts with employee benefit vendors
- Reviews IFLS Personnel Manual for possible revisions
- Provides new employee orientation on personnel policies and procedures

#### **Consulting and Annual Report Review (12%)**

- Consults with member libraries on the use of QuickBooks and Excel and other financial and human resource topics
- Reviews in conjunction with the Director all member library annual reports for accuracy and compliance.

#### **Administrative Support (3%)**

- Provides support along with the Administrative Associate to MORE Directors Council, MORE Executive Committee, and other system meetings by coordinating meetings, transcribing minutes, handling open meeting notices for the public and for the media, preparing meeting documents, working with counties in board and advisory council appointments, and follow-up.
- Works closely with Director on projects, mailings, and meetings. Confidentiality required.

Participates in System Office Managers and Bookkeepers Association of Wisconsin (SOMBAW) and other regional/statewide committees as needed

Other Duties as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Contributes to a positive, team-oriented work environment by being helpful, respectful, and approachable to IFLS staff as well as member libraries.

## **EDUCATION and/or EXPERIENCE**

An Associate Degree (Bachelor's degree, preferred) in accounting, business or related fields and a minimum of three years' experience as a business office manager or as a staff accountant or an equivalent combination of education and experience is required. Demonstrated proficiency at the intermediate level with QuickBooks and Excel is required. Experience with governmental agencies and/or non-profit organizations is desired.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret English language library articles/journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from libraries, governmental, and/or other organizations/agencies. Ability to write correspondence and informational documents that conform to prescribed style and format. Ability to effectively present information to IFLS and library staff, elected officials, or boards of trustees.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply computer operated database applications. Ability to apply computer operated accounting packages.

## **REASONING ABILITY**

Ability to work with a variety of mathematical concepts as well as interpret instructions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

## **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually

moderate. A hybrid work environment is possible for this position but travel within the region/state may be required.