



Job Title: Business Manager

Mission Statement:

Otis Library, functioning as the public library of Norwich and its environs, provides free and open access to information, ideas and services that assist residents of the greater Norwich area to meet their educational, professional and information needs. The library enriches our region by maintaining a safe and welcoming environment and by offering resources that promote lifelong learning.

Purpose: The Business Manager will support the mission of Otis Library by performing confidential and responsible administrative work in the financial operations of the Library.

Primary Accountabilities:

- Reports to Executive Director
- Responsible for the day-to-day banking activities of the Library, including but not limited to, petty cash, deposits, and credit card accounts
- Maintains all accounting records and financial statements of the Library; ensures accuracy of all records and statements
- Performs all activities necessary to process payroll and retirement, including maintaining time cards and related records, filing tax reports and voluntary deduction reports, and processing involuntary deductions, such as levies and garnishments
- Provides new hires and rehires with employment and benefits forms and materials; processes forms as required by law and according to the Library's personnel policies
- Responsible for all accounts payable ensuring timely payment and recording keeping
- Administers and monitors library grants; provides follow-up reports
- Administers and monitors materials budgets
- Prepares purchase orders for items in accordance with established procedures
- Prepares monthly operating financial statements for review by Executive Director and Finance Committee
- Works with CPAs in preparation of annual audit
- Ensures reimbursement to employees for mileage, continuing education, and other items as approved by the Executive Director
- Reviews payment vouchers and legal contracts for compliance with budget and prescribed policies and procedures
- Protects confidential information
- Analyzes fiscal and administrative policies and suggests effective recommendations

- Assembles, organizes and presents financial, statistical and other reports as assigned
- Stays current with topics relevant to accounting; actively participates in continuing professional training, attends meetings and workshops to remain current in the field
- Works at services areas as needed

Essential Abilities:

- Knowledge of modern accounting principles, practices and procedures
- Proficiency with accounting software, including QuickBooks
- Provides warm and welcoming environment for patrons
- Excellent customer service attitude
- Sense of humor
- Working knowledge of library principles and practices
- Proficiency with computers and automated library systems
- Strong verbal and written communication skills
- Ability to establish and maintain positive and constructive working relationships with the public, co-workers, volunteers, and other municipal departments
- Ability to work independently and take initiative to successfully complete tasks
- Ability to handle confidential information and navigate sensitive situations
- Seeks opportunities for additional training and professional development
- Commitment to public service within a diverse population
- Ability to move/lift up to 25 pounds and move and maneuver loaded carts
- Required to stand, walk, bend, kneel, reach, balance and sit

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed above. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

This job description is not intended to be all inclusive. Employee may perform additional duties to meet the ongoing needs of the Library.

Qualifications: The skills and knowledge required for this position generally would be acquired with a Bachelor's Degree in Accounting and three to five years in progressively responsible positions involving accounting or budgeting. A combination of other education and applicable experience may be considered.