**Job Opening**

**Business Manager – Full-time Position (non-union)**

We are seeking an experienced, detail-oriented person who excels in financial and human resource management to join our team of dedicated library professionals. Working under the general supervision of the Library Director, this person will provide bookkeeping and financial services, coordinate benefit plans, manage hiring processes, ensure compliance with regulatory systems, and carry out related duties as required. Please see the following job description for full details.

**Wage Range**: $50,000 - $54,000 annually commensurate with education and experience

**Posting Date**: Monday, March 12, 2018

**Deadline for Applications**: The position is open until filled.

If you are interested in applying for this position, please submit your resume, a fully completed TADL application form along with a cover letter to Library Director, Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686 or email them to [gparsons@tadl.org](mailto:gparsons@tadl.org).

**Traverse Area District Library**

**Job Description**

**Job Title:** Business Manager

**Department:** Administration

**Reports To:** Library Director

**FLSA Status:** Exempt

**Prepared Date:** March 9, 2018

**SUMMARY**

Works under the direction of the Library Director to implement the financial functions of the library and to plan and carry out policies and duties relating to all phases of human resource activity within established policies and procedures.

**SUPERVISION RECEIVED**

This person works under the general supervision of the Library Director as a part of the Administrative Team. This is a salaried, exempt position.

**SUPERVISORY RESPONSIBILITIES**

Supervision may be exercised from time to time over subordinate employees with related financial or human resource responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

* Responsible for district library bookkeeping functions including payroll, accounts payable, accounts receivable and purchase orders.
* Participates in annual budgeting process.
* Provides direct support for annual audit.
* Coordinates hiring procedures including recruitment, interviewing and orientation, as well as evaluation and termination processes with the Administrative Assistant.
* Ensures compliance with state and federal labor laws.
* Works with vendors to coordinate benefit plans.
* Participates in disciplinary actions.
* Prepares reports, correspondence and records related to job functions.
* Responsible for maintenance of personnel records in coordination with Administrative Assistant.

**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.

* Ability to communicate effectively both orally and in writing.
* Above average mathematical skills are a must.
* Must possess strong analytical skills to correlate data and develop action plans.
* Must be able to maintain confidentiality and effective relationships with staff, board and community.
* Excellent project management skills are essential.
* Must be able to work flexibly and creatively in a rapidly changing environment.
* Must be able to travel to other library locations, workshops, seminars and other library events as required.

**EDUCATION and/or EXPERIENCE**

A Bachelor's Degree with additional training in accounting, human resource management, and benefit systems is required. Experience with governmental accounting is a plus. At least five years of related experience is desired.