



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson St.
Moscow, ID 83843
www.latahlibrary.org

EMPLOYMENT OPPORTUNITY

POSITION:

Business Manager

Full-time

JOB SUMMARY:

Manage Business Office functions, including accounting systems and reports, payroll and human resources, District operations. Serve on LCLD Management team. Help ensure excellent and cost-effective library service for Latah County residents by accurately managing all aspects of the District's accounting system, facilities management, budget, financial reporting and annual audit.

SUPERVISOR:

Library Director

SALARY:

Beginning minimum \$60,000

BENEFITS:

Medical, dental, disability and life insurance, Public Employee Retirement System of Idaho, sick leave, personal leave, holiday leave

BEGINNING DATE:

January 2, 2019

APPLICATION:

Email cover letter, resume, and contact information for three references to:

hr@latahlibrary.org

(Please include "Business Manager search" in subject line)

CLOSING DATE:

Nov. 19, 2018, 5:00 pm

The Latah County Library District (LCLD) serves 39,000 residents through its libraries, online services, and membership in the regional Valnet consortium. The Latah County Library District is composed of the Moscow Library headquarters and six rural branch libraries. It is an independent taxing district governed by an elected five-member Board of Trustees.

Typical Duties and Responsibilities:

- Manage District bank accounts and transfer monies as needed; reconcile all monies received; prepare bank deposits; reconcile all monthly bank account statements; accurately enter, pay and reconcile all accounts payable in a timely manner; prepare and monitor annual budget & monthly financial reports and annual audit; manage gift and

memorials fund, Friends and staff donations, and expenditures and/or reimbursements; manage federal E-Rate reimbursement process; oversee accounting & payroll systems management

- Accurately process semi-monthly payroll, taxes and deductions in a timely manner; accurately prepare and submit monthly, quarterly and annual reports related to Personnel; maintain and accurately update payroll records and personnel files; manage human resource information such as worker's compensation claims and leave accrual; work with Director to identify cost-effective benefits for library staff
- Support cost-effective library service to Latah County residents by purchasing and managing District supplies, furniture, and equipment
- Manage and purchase District technology, with assistance from Technical Support contractor; manage and/or oversee all aspects of District Library facilities and grounds
- Manage the Business Assistant, who oversees the Moscow custodial staff, grounds maintenance, facilities issues, records retention, and assists with some financial tasks
- As a member of the management team, serve in an advisory role to the Library Director in strategic planning and enhancement of library services
- Work on projects, committees and taskforces as needed
- Participate in training workshops and other professional development activities

Minimum Qualifications: Knowledge, Skills, Abilities, & Personal Characteristics:

- Minimum 5 – 7 years of accounting, budgeting, payroll, managerial and supervisory experience
- Extensive accounting software and computer skills, including Microsoft Office
- Enthusiasm for the Library's mission to enrich the cultural life of the community
- Ability to demonstrate friendly, approachable, positive manner toward the public and colleagues
- Demonstrated problem-solving and teamwork skills, flexibility, ability to meet deadlines and prioritize projects and tasks
- Excellent verbal and written communication skills
- Ability to work well with other agencies, staff and vendors to achieve District's goals

Desirable Qualifications, Education & Experience:

- Bachelor's degree
- Experience working for a library
- Experience in governmental accounting
- Experience with QuickBooks Premier Nonprofit
- Experience in managing the federal E-Rate reimbursement program