



Northwest Georgia Regional Library System Business Manager

- **Type:** Full Time
- **Position ID:** NGRL-BUSINESS-0723
- **Salary/Pay Rate:** Starting at \$60,000/year with benefits
- **Posted Date:** 07/19/2023
- **Deadline to Apply:** *Open until filled*

Job Summary

Under the direction of the Northwest Georgia Regional Library System's director, this position develops and administers all financial aspects and concerns of the Northwest Georgia Regional Library System, Inc. (NGRL). Duties and responsibilities include, but are not limited to, those described in this document.

The position manages the library's daily business routines and human resource operations. This position maintains financial, business, and library records and performs administrative, personnel, office, and bookkeeping duties. This position develops, revises, and implements accounting systems and procedures to provide complete and accurate accounting for the library's financial transactions, and works with the Library Director, library management team, and board members to prepare library budgets and financial reports.

PLEASE NOTE: The position generally works 40 hours per week. The Library Director prescribes the hours and schedules. Due to the nature of this position, travel is required between branches, with the primary work location being at the NGRL regional offices located in Dalton, Georgia. When available, a library vehicle can be used but is not guaranteed. In the event a library vehicle is not available to use, travel to branches is considered an average work requirement. Per NGRL Personnel Policy, mileage for normal commutes to a staff member's assigned work location(s) does not qualify for reimbursement.

Must be able to work days, evenings, and/or weekends.

Essential Job Duties

Financial Management:

- Performs and/or supervises accounts payable, and accounts receivable including financial reporting
- Maintains all insurance such as compensation, fiduciary insurance, vehicle, and property
- Monitors fund balances, expenditures, received revenues, and cash flow
- Manages and maintains personnel records and financial records according to record retention requirements; compiles data for annual reports and audits
- Prepares monthly, quarterly, and yearly financial reports for Director; library boards; and local, state, and federal agencies, as well as prepares special financial analyses as requested, including statements of revenue and expenditure
- Attends library board meetings and answers financial questions as directed by the Director or board members



- Works to ensure a clean, on-time year-end audit; collaborates with the auditor and the Director on the annual audit of library finances
- Posts all grant account transactions and requests reimbursements from federal, state, and local agencies; maintains a schedule of all federal and state grants
- Ensures all financial deadlines are met
- Advises and consults with the Library Director and other staff on current fiscal and reporting requirements and control of expenditures
- Advises and consults with the Library Director on preparing and updating financial policies and procedures, and makes recommendations as necessary
- Maintains updated knowledge of the State of Georgia Chart of Accounts
- Works with the Library Director to prepare the annual budget request and final local and state budgets

Human Resources Team Management:

- Supervises human resources activities including, personnel, payroll, and benefits functions
 - Reviewing timesheet calculations
 - Monitoring leave accrual

Other:

- Attends workshops, seminars, etc., to stay abreast of developments in library operations, financial policy and procedural updates, and staff benefit changes
- Assists a diverse patron population, including English and Spanish speakers
- Provides excellent customer service to the public and library board
- Performs other duties as assigned

Requirements of Position

Required Knowledge and Skills

- Thorough knowledge of principles, practices, and terminology of accounting
- Thorough knowledge of financial administration, including budgeting and reporting
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) regulations
- Knowledge of modern office terminology, procedures, equipment, and business communications
- Knowledge and/or ability to learn financial software programs
- Ability to schedule, plan and supervise the work of other staff members
- Ability to communicate effectively in both oral and written form
- Excellent organizational skills with excellent attention to detail

Responsibilities, Guidelines, and Complexity

- Ensures all funds are expended correctly and in compliance with local, state, and federal guidelines
- Is responsible for and provides oversight for all fiscal matters of the Library System
- Directs various human resources, purchasing, budgeting, and general administrative services
- Participates in financial classes offered by the Georgia Public Library Service



Minimum Qualifications

- Valid driver's license
- Bachelor's degree in Business, Finance, Accounting, or a related field or a minimum certification from an accredited technical college in bookkeeping or accounting. Three or more years of progressive responsibility in governmental fund accounting with proficiency in accounting software and use of Excel, and/or a combination of education and experience.
- Must successfully pass a criminal background check.
- Position requires the ability to communicate effectively and to provide excellent customer service to the public.
- Position requires the ability to push loaded book trucks up to 100 pounds and carry boxes and materials up to 35 pounds.

Preferred Qualifications

- The ability to speak languages in addition to English is highly desirable.
- Additional degrees in related fields are highly desirable.

To Apply

Send a cover letter, resume, and at least two professional references to ngrljobs@gmail.com or apply online through Indeed. Please include the Position ID (NGRL-BUSINESS-0723) in the subject line. Send all communications relating to the position, applications, and status updates to ngrljobs@gmail.com only; failure to follow the application process may result in disqualification. No phone calls or in-person visits relating to applications, please.