

Business Manager for the Putnam Valley Library

Part Time: Hours Flexible

Reports To: Library Director

Pay: \$16-\$19 per hour depending upon experience

General Description:

The Business Manager is responsible for a variety of administrative, bookkeeping and secretarial duties including payroll data entry and processing monthly bills.

Major Duties and Responsibilities (to include, but not limited to)

1. Processes the biweekly payroll. Enters new hires with payroll company and trains employees on its use. Primarily responsible for all payroll records within the payroll software, and serves as point-of-contact with HR Company.
2. Responsible for the payment of bills and oversees accounts payable. Acts as a liaison to the Library's accountant and works with vendors to handle discrepancies in invoices.
3. Responsible for maintaining personnel files and communicating with Ethan Allen (our HR Company) as well as being the liaison between Ethan Allen and the employee. Completes all necessary employee termination paperwork.
4. Coordinates cash handling and cash register procedures. Maintains Square Register and maintains the Square Reports. Makes weekly bank deposits.
5. Records and acknowledges donations with thank you correspondence.
6. Orders supplies for the library (and may pick up supplies at local businesses).
7. Opens mail and distributes to appropriate departments
8. Maintain the website for the Library, including weekly postings of programs and emergency closings.
9. Liaison with any contractors or repairmen when needed for work to the Library facility in conjunction with the Director. Responsible for obtaining quotes from competing contractors or repairmen for the Board to review and approval.

10. Operate office machines, such as photocopiers and scanners, facsimile machines and voice mail systems.
11. Occasionally answer telephones, direct calls, and take messages.
12. Communicate with vendors, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
13. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
14. Other duties as assigned.

Necessary Knowledge, Skills, Abilities

1. Working knowledge of Windows operating system.
2. Knowledge of QuickBooks and Microsoft Office applications
3. Ability to learn new technology and software.
4. Knowledge of business arithmetic, bookkeeping, and filing.
5. Ability to exercise tact and decisiveness in a pleasant manner when dealing with others.
6. Ability to exercise initiative and make independent decisions.
7. Ability to make appropriate judgments and prioritize the use of time and available resources in meeting the goals of the department and the library.
8. Ability to organize work and maintain good working relationships with others

To apply, please send a cover letter and resume to: director@putnamvalleylibrary.org