

LIBRARY BUSINESS MANAGER

TOMPKINS COUNTY

Department Tompkins County Public Library
Classification Competitive
Labor Grade M (13)
Approved TCPL Board Action
Revised _____
By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving independent responsibility for the supervision and coordination of the fiscal and operational functions of a central library. The position is responsible for budget formulation and tracking, fiscal management, human resources and benefit administration, statistical reports and record keeping. The nature of the work also requires the confidential handling of sensitive labor relations information. Work is performed in accordance with policies and objectives directed and outlined by the Library Director, with considerable leeway for independent judgment. The incumbent works under the general direction of the Library Director. The position acts as a liaison with a variety of other departments and agencies and supervises at least one other office position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Library Director, Foundation Director and Board of Trustees in developing, administering and assessing policies and procedures related to budget, financial operations, and personnel and benefits;
Makes budget studies, assists in the preparation of the total budget, prepares material needed for board resolutions and budget adjustments; and ensures the maintenance of necessary financial controls;
Assists with labor negotiations through research, preparing impact projections, or suggesting modifications to labor contracts;
Oversees or performs payroll processing, payroll related payments to vendors, and payroll related reports;
Balances and reconciles benefit programs to payroll deduction records;
Applies various labor contract provisions to computerized payroll system;
Monitors and coordinates personnel changes, files forms and adjusts payroll and benefits accordingly;
Files quarterly federal 941 and NYS 45 tax returns;
Reconciles and issues annual W-2s;
Maintains and balances all general ledger accounts;
Revises, systemizes, and installs account keeping methods and procedures and adjusts accounting software accordingly;
Produces monthly financial statement for the Library Board of Trustees and the Foundation Board of Directors;
Oversees or may perform accounts payable and cash receipts functions including the confidential recording of donations;
Reconciles bank statements to general ledger accounts;
Monitors and plans cash flow, investments, and transfers in conjunction with Library and Foundation administration;
Administer employee benefit programs with assistance of providers and in collaboration with County Benefits Manager when needed;
Schedules and assists providers with informational sessions and enrollment meetings;
Maintains reference materials and updates, relative to benefit areas;
Orients new employees to library compensation and benefit programs;
Files NYS grant application and reimbursement forms;
Monitors contracts and service agreements, initiates proposals for changes;
Directs or prepares the compilation and analysis of a variety of complex financial and statistical records, reports and projections including State annual report and library organization surveys and other governmental reporting;
Maintains fixed asset inventory, monitoring and recording additions and deletions;
Prepares annual audit records and consults with independent auditors;
Maintains archived accounting and payroll records;

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LIBRARY BUSINESS MANAGER (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

Responds to employment verifications, income reporting, applies garnishees and collections of various outside agencies;
May have oversight of building telephone or door access processes and software;
May provide notary public services for employees and general public;
Files Federal E-rate application;
Oversees or performs supply and equipment purchasing processes;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting and budgeting including fund accounting, and payroll and benefits administration;
Thorough knowledge of policies, procedures, negotiated provisions and legal requirements in all benefit areas;
Thorough knowledge of personnel procedures to allow correct interpretation and application of benefit areas of negotiated union contracts;
Good knowledge of the organization's mission, policies, and operating procedures;
Good knowledge of the laws and regulations pertaining to the organization;
Working knowledge of statistical techniques, report preparation, budget preparation and expenditure control;
Ability to prioritize multiple and conflicting priorities and meet deadlines;
Ability to plan and supervise the work of others;
Ability to communicate effectively and correctly both orally and in writing;
Ability to independently handle routine administrative details;
Ability to relate well and develop working relationships with employees in all departments and board members;
Ability to develop working relationships with vendors, service providers, and county departments;
Ability to anticipate the human resource and business administration needs of the library board of trustees;
Ability to make complex arithmetic computations involving fractions, decimals, and percentages accurately;
Ability to perform close, detailed work involving considerable visual effort and concentration;
Integrity and good judgment in solving complex account keeping, benefits administration or payroll issues;
Skill or ability to operate an alphanumeric typewriter, word processor or personal computer keyboard with considerable precision and at an acceptable rate of speed;
Skill or ability to work with spreadsheet, database, word processing programs;
The employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered four-year college or university with bachelor's degree in accounting, business administration, or related field and two years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position; **OR**
- b) Associate's Degree or 60 credit hours with a focus in accounting, business administration, or related field plus four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position; **OR**
- c) Graduation from high school or possession of a high school equivalency diploma and six years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level account clerical position: **OR**
- d) Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

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SPECIAL REQUIREMENT: Must have or obtain a Notary Public license within one year of permanent appointment.

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