

Job Description



JOB TITLE: Head of Business Services

FLSA STATUS: Exempt

REPORTS TO: Library Director

PAY GRADE: 7

JOB SUMMARY: Responsible for the operation of the Business Services Department and the planning, development, and evaluation of Department functions and staff.

ESSENTIAL FUNCTIONS:

- Provides uniformly gracious and friendly service to all.
- Leads the Department in professional standards and best practices for business services and fiscal management.
- Establishes priorities for the Department and provides strong leadership and vision in support of the strategic goals of the Library. Makes recommendations, develops, implements, and evaluates plans.
- Assists the Library Director in development of the annual budget, tax levies, associated ordinances, annual financial reports, and annual disclosures; monitors financial accounts and investments; prepares internal financial reports as requested; maintains all financial records and files; assists auditor during annual audit by preparing all necessary reports and documents.
- Acts as Library Board of Trustees' recording secretary, compiles the monthly Board packets, attends regular and special Library Board meetings, records and prepares minutes, and maintains Library Board records and files. Prepares and publishes all legal notices and Library Board agendas according to current county and state law.
- Hires, trains, evaluates, and manages Business Services staff.
- As part of the Management Team, works on strategic planning and other Library-wide issues, meetings, initiatives, and events.
- Oversees and participates in payroll functions, tax reporting, petty cash, accounts payable, the distribution of the Library's credit card, daily reconciliation of cash, invoice verification, and the collection of Certified Payroll and Prevailing Wage documents. Responsible for on-time and accurate payment of bills; acts as a liaison to vendors for all billing matters; maintains vendor files and contracts.
- Acts as authorized agent for the Illinois Municipal Retirement Fund (IMRF).
- Participates in evaluation of insurance coverage and services provided by insurance companies.
- Participates in the onboarding and offboarding process for new hires and departing employees, including completion of all new employee paperwork, IMRF enrollment, and payroll-related tasks.
- Oversees and participates in notary services for the Library.
- In accordance with State records and retention laws, oversees the maintenance of filing systems.
- Seeks and engages in professional development opportunities relevant to business services.
- Oversees and participates in outreach efforts of the Business Services Department.
- Gathers, prepares, and analyzes statistical data and reports.
- Assists the Head of Facilities with building matters; acts as secondary liaison to contractors.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of policies and procedures of the Library.
- Knowledge of professional standards and best practices in public accounting, office management, records management, and cash handling.
- Knowledge of mathematical principles and application.
- Knowledge of computers, the Internet, email, Microsoft Windows and Office applications, and other relevant technologies and equipment.
- Knowledge of Freedom of Information Act (FOIA) and Open Meetings Act (OMA) regulations.

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- Advanced knowledge in QuickBooks.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to maintain confidentiality of documents and information.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to establish and maintain effective relationships with staff members, vendors, and Library users.
- Ability to think analytically and to exercise initiative.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing
- Ability to exercise leadership and provide direction.
- Ability to exercise reasonable and independent judgment and discretion.
- Ability to adapt to and effectively implement change.

QUALIFICATIONS:

- Bachelor's Degree in finance or business-related field of study.
- Minimum three years of experience in accounting, bookkeeping, or related field, preferably in a public sector or nonprofit environment.
- Minimum two years of experience in a supervisory role.
- Valid Driver's License, proof of insurance, and access to a vehicle to be used for Library business.