

**Position:** Business Manager

**Salary:** Starting salary for this position is \$36,777.36 or based on experience in addition 100% employer paid premiums medical, dental and life insurance coverage including, dependent(s) coverage. Paid Annual, holidays and medical leave. Supplemental benefits and retirement plan(s) available.

**Non-Exempt Position:** Full-time position.

**General Statement:** The business manager maintains orderly and precise control of all business activity (accounts/ payroll and audit)/ the functioning of the business office and works with Director to prepare and monitor the operating and capital budgets.

**Duties:**

- To track and prepare and pay-out accounts payable/ and maintains all necessary records in a timely and orderly manner
- To prepare and code checks/statements and all other applicable materials for the CPA in a timely manner
- To track employee time and prepare payroll, paychecks and all associated payments and records in a timely manner
- To prepare and file federal and state financial and employee pay reports.
- To supervise use, maintenance and repair of office machines and equipment.
- To track and maintain records of general fixed assets.
- To order and track office and building supplies
- To prepare purchase orders, order and receive materials and supplies
- To assist the Director in the preparation of reports and budgets
- To collect system receipts and prepare deposits
- To maintain correspondence, vendor and business files in an orderly manner
- To train and supervise office assistants
- To maintain confidentiality of all internal library business affairs and personnel actions
- To follow the policies and procedures established in the library policy and operations manuals and by memo from the Director or Assistant Director
- To work cooperatively and in professional harmony with staff members/ administrators and the community

**Qualifications:**

- At least five years of experience in accounts payable and payroll
- Office management; and bookkeeping.
- Bachelor's degree in a relevant field
- Abilities and Skills
- This position requires a good knowledge methods and maintenance; general knowledge of practices; knowledge of computers and software functions; knowledge of payroll and

record knowledge of office and business equipment, initiative/tact and independent judgment.

There is no guarantee that everyone who applies to this posting will be interviewed. The hiring supervisor/manager has 90 days from the closing date of the announcement to make a hiring decision. **Specific information about this job will be provided to you in the interview process, should you be selected.**

Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to:

St. John the Baptist Parish Library  
2920 New Highway 51  
La Place, Louisiana 70068  
**Attention: Dana Douglas, Assistant Library Director**

**All applications must be received not later than 5:00 pm on Friday, August 24, 2018.**