



EDISON PUBLIC LIBRARY

BUSINESS/FINANCE OPERATIONS MANAGER

**Salary \$60,010 - \$70,560
(Depending on Experience)**

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and bookmobile service. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in lay-out and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services. The Library is a member of the STELLA consortium.

The Library is seeking a highly motivated Business/Financial Operations Manager to join our team. The ideal candidate will have excellent communication and data entry skills, attention to detail, be deadline oriented, and have experience managing business operations. The successful candidate will be teamwork oriented, patient, self-motivated, and have the ability to navigate change. This position reports to the Library Director.

The Business/Finance Operations Manager is an administrative position within the Edison Public Library. This position is responsible for managing all accounting, financial and business operations of the Edison Public Library, Library Foundation and Friends of the Edison Public Library in accordance with generally Accepted Government and Non-Profit Accounting Principles

Essential Duties

- Manage all functions of the Business/Finance Department including accounts payable and receivable, general ledger and budgets
- Work closely with the Library Director to develop the budget and monitor cost center expenses on a monthly basis.

- Orders supplies for the Library and processes purchase orders for payment
- Make deposits of monies collected at the Library to the bank
- Prepare monthly financial Board reports, annual state aid reports, cost center budget reports, grant financial summaries, and various other reports, as needed.
- Manage all functions of the accounts for the Edison Public Library Foundation & Friends of the Library
- Attend staff, departmental, budgetary, Library Board, Township, and other meetings, as required.
- Represent the Library at various public functions and seminars, as required.
- Work with outside auditors during annual audits.
- Monitors and reports on the Edison Public Library's funds and investments.
- Administer, monitor and prepare reports for numerous federal, state and private grants.
- Participates in ongoing continuing education opportunities to comply with state library standards and guidelines.
- Manages and makes modifications to the Edmunds accounting software as needed
- Perform other duties, tasks and special projects, as assigned.

Qualifications/Preferred Skills, Knowledge & Experience

- Minimum of a Bachelor's degree from an accredited college or university in accounting, finance, business administration or public administration, or equivalent combination of education and experience. Master's degree preferred.
- At least one to three years of progressively responsible experience in the accounting field which includes experiences in payroll processing, payroll taxation/reporting, and general payroll procedures.
- Public purchasing experience
- Strong working knowledge of budgets, spreadsheets, and interpreting audits.
- General understanding of non-profit statutory reporting requirements.
- General understanding of fiscal planning.
- Intermediate math / accounting knowledge.
- Working knowledge of GAAP (Generally Accepted Accounting Principles).
- Excellent verbal and written communication skills.
- Self-direction and decision-making capabilities.
- Ability to manage simultaneous projects and deadlines.
- Ability to work at a high level of productivity.
- Intermediate skill to use a personal computer and various software packages.
- Ability to use tact and diplomacy when dealing with department heads, Library Director, and Library staff, patrons, etc.
- Customer service experience and skills.
- Ability to work independently and proceed with objectives.
- Ability to work as part of a team.
- Ability to maintain confidential information and handle confidential matters.
- A valid driver's license is required.
- Criminal background check.

Preferred Skills, Knowledge & Experience:

- BA or Master's degree in accounting, finance, business administration or public administration preferred.
- Additional coursework as required or necessary.
- Qualified Purchasing Agent - QPA
- Strong professional ethics.
- Ability to follow office protocols.
- Able to use common sense understanding to carry out written or verbal instructions.
- Ability to handle and resolve recurring problems.
- Commitment to the public service mission of the library.
- General knowledge and understanding of the Township of Edison policies and procedures.
- General knowledge and understanding of library policies and procedures.
- Strong time management skills.
- Ability to establish priorities (remain focused on daily operations).
- Accurate and detail oriented.
- Advanced organizational skills.
- Able to carry tasks to completion.
- Advanced interpersonal skills.
- Flexibility.
- Ability to multitask.

Additional Information

Computer Skills:

To perform this job successfully, an individual should have:

- Basic to Intermediate Word skills
- Basic to Intermediate Excel skills
- Basic Access skills
- Basic PowerPoint skills
- Knowledge of Edmunds accounting software

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, work with office machinery, drive a vehicle and talk or hear. Occasionally, the employee will need to stand; walk; bend at the waist or work bent at the waist; kneel, stoop, crouch or squat; and climb stairs.

On rare occasions, the employee will need to reach above shoulder height.

There are no special vision requirements listed for this position.

Work Environment:

- The noise level in the work environment is usually quiet to moderate.
- You will be working inside 100% of the time.

Other:

- Heavy computer usage.
- This position requires a strong commitment to provide accurate and timely financial information to the library system, county, and state and local agencies, as required.

Benefits:

Salary: \$60,010 - \$70,560, depending on experience and qualifications

Vacation: 10 days/year, to start

Sick: 12 days/year

Personal: 2 days/year

Floating Holidays: 2 days

Holidays: 12 Days

Pension eligible: PERS, NJ Pension Plan

Health: includes Medical, Dental, Vision and Prescription Plans

Non Union Position

Employment is contingent upon successful completion of a background check and drug test.

Edison Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.

To apply, please submit your resume and a cover letter to hr@edisonpubliclibrary.org.

The position will remain open until filled