YPSILANTI DISTRICT LIBRARY
Job Posting: Business Office Manager (Full Time/40 hours per week, Non-Union)

Date: August 15, 2022

The Ypsilanti District Library seeks an experienced, organized and dependable person who excels in financial and human resources management to join our team.

Nature of Work/Responsibilities: Under the supervision of the Library Director, the Business Office Manager coordinates a variety of administrative, financial, human resources, and clerical tasks to support the library administration. This position is responsible for maintaining library administrative files and records, including payroll/personnel, financial, and benefits. Duties include:

- With library accountant, manages accounts payable, helps prepare monthly financial statements, and assists with annual audit
- Handles library banking activities including maintenance of all bank accounts and preparation of deposits
- Maintains records for all revenues collected; tracks all petty cash and credit card transactions
- Reviews and evaluates insurance renewals and handles insurance claims
- Maintains library personnel records according to legal requirements
- Completes necessary paperwork for employee hires and terminations
- Compiles payroll, including reporting hours worked by each employee every two week period
- Maintains personnel database, including benefit accruals, and provides staff current, accurate balances
- Complies with legal requirements for administration of human resources and keeps abreast of changes
- Handles unemployment claims, short-term disability claims and COBRA requests for benefits
- Serves as liaison between benefit providers and YDL employees
- Assembles and distributes the monthly Library Board packet and posts meeting notices
- Attends monthly Library Board meetings and records Board minutes
- Other duties as assigned

Qualifications and Necessary Knowledge, Skills, and Abilities:
- Degree in business, finance, accounting, or human resources or certificate in bookkeeping or comparable experience
- Minimum of five years successful related work experience, non-profit or governmental background desired
- Accuracy and skill in word processing, arithmetic, English grammar and spelling
- Proficient in Windows, Adobe Acrobat, MS Word, Excel, and Filemaker and quickly learns new software
- Ability to establish and maintain effective working relationships with staff and supervisor
- Demonstrated ability to work independently, organize work, and set priorities
- Knowledge of general office procedures, library principles, and general records management
- Ability to communicate effectively both orally and in writing with public and staff, including the ability to explain benefit and employment concepts in basic terms
- Ability to maintain confidentiality of library records, personnel and administrative matters
- Ability to work on multiple tasks simultaneously while maintaining accuracy and meeting deadlines
- Positive public service attitude

Salary/ Benefits: $50,100-62,600 commensurate with qualifications and experience. YDL offers a comprehensive benefits package including generous paid time off, 12 paid holidays, family health/vision/dental insurance, and contribution to a MERS retirement plan.

To apply, send resume, cover letter, and completed application form (available online at www.ypsilibrary.org) by Wednesday, August 31 to: lisa@ypsilibrary.org or Human Resources, Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, Michigan 48197.

YDL is an equal opportunity employer