

RACINE PUBLIC LIBRARY
Business Manager Position Description
Full-time Exempt; 40 hours per week
Grade J ? (currently grade I)

POSITION PURPOSE:

The Racine Public Library has been the community's educational and informational institution since 1897. All employees are expected and encouraged to create a positive and friendly environment for library users, the community, and co-workers. It is expected that all employees be flexible, responsive to change, and take a leadership role when necessary. Essential duties may change in response to evolving community needs.

The person in this position, under the supervision of the Executive Director, is responsible for the financial and facility operations of the library and performing a wide variety of complex clerical, accounting, customer service, human resources, and administrative activities to assist and support Library staff, the public, and Library-related Boards. The employee in this position oversees the Administrative Assistant, and the Stationary Engineer, and the Technical Services Department, which includes 4 Library Assistants. The Business Manager is an active staff member of the Library's Leadership Team, the Head of the Technical Services Department, and helps manage the daily operations of The RPL Foundation, which is the Charitable Organization designee (501(c)(3)) for the Racine Public Library.

ESSENTIAL DUTIES:

- Develops, analyzes, and interprets accounting information in order to appraise operating results, performance against budget, and other matters bearing on the fiscal soundness and operational effectiveness of RPL
- Supervise payment of all invoices and recording in library accounting software
- Supervise all cash handling and depositing of money with the City's Finance Department
- Supervise reconciliation of all pro-card transactions with monthly statements, ~~record proper account numbers to bank's website~~ and make approvals via MUNIS for the City's Finance Department
- Assist the Executive Director in annual budget development, cash flow projections, monthly monitoring and reporting
- Participates in Library Leadership meetings to review, develop and implement Library policies, procedures and training, as well as both short and long term goals of the Library
- Assist in the coordination of projects such as HR-related compensation/salary studies, budget studies, impact projections, strategic planning, suggesting modifications to contracts, and various building projects
- Analyze and prepare projections and reports for Director and trustees as requested; produces monthly financial statements for the Library Board of Trustees and the RPL Foundation Board of Trustees
- Maintains partnership with external oversight organizations and reports related data, as necessary; collaborates with the Executive Director to set the agenda for quarterly City Finance Department meetings Attend monthly Board of Trustees meetings, for both RPL and Foundation

organizations, to present the financial report to the Board and answer any questions regarding the financial status of the library

- Assist the Executive Director in the administration and investing of the library's trust funds, **external investment portfolios (Racine Community Foundation),, and the RPL Foundation's liquid and invested assets**
- Assists in bid processes, requests for proposals, and implementation of various projects
- Assist the Executive Director in the preparation of the DPI State Annual Report, **ROI reporting, and public-facing budgetary reports. This includes but is not limited to, ~~directs or prepares the compilation~~ direction, preparation, 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**
- **Develops and maintains Customer Relationship Management (CRM) database and procedures related to donor retention, recognition, and stewardship**
- Works with and maintains various vendor relationships such as, but not limited to, security companies, **cleaning and** landscaping companies, copy equipment, **tax preparers**, etc.
- **Works with and maintains relationship and record-keeping with various City of Racine Departments related to RPL Administration, including Finance, Payroll, and Human Resources**
- **Maintains various operating licenses, credentials, and tax filings for the 501(c)(3) status of the RPL Foundation and its associated EIN**
- With the oversight of the Executive Director, manages staff purchasing requests
- **With the oversight of the Executive Director, manages staff grant writing requests and the completion of grant deliverables, reports, and contracts**
- **Assist and advise the Executive Director on financial and facility compliance regulations**
- Responsible for the management of the Administrative Assistant, Stationary Engineer, **Technical Services Department**, and overall supervision of the Business Office
- Maintains a consistent and reliable attendance record
- Performs other duties and special projects assigned by the Executive Director

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Bachelor's degree from an accredited college or university in Accounting or in Business with an emphasis on accounting
- Strong knowledge of accounting practices and procedures, especially in the area of governmental and not-for-profit accounting; **adheres to U.S. GAAP (Generally Accepted Accounting Principles) guidelines, established by the FASB (Financial Accounting Standards Board)**
- Thorough knowledge of financial administration including budgeting and reporting
- **Two+ years' experience using QuickBooks or related accounting management software**
- **Three+ years' experience in office management or related background experience**
- Ability to use personal judgment to effectively problem-solve
- Ability to work with a diverse public, and other staff members politely and with respect
- Ability to communicate effectively in a pleasant and professional manner
- Ability to supervise the work of others
- Ability to work with minimal supervision
- Ability to communicate effectively and work well with others

- Ability to handle confidential matters with discretion
- ~~Ability to communicate effectively in Spanish, both orally and in writing, desirable~~ *(duplicate; see "Physical Demands of" section)*

PHYSICAL DEMANDS OF:

Standing, sitting, walking, stooping. Kneeling, crouching, bending, and twisting.

Reaching, feeling, talking and hearing. Handling, grasping, and fingering: filing, typing, writing, etc.

Ability to sit at a computer workstation and/or desk for an extended period.

Ability to communicate effectively in Spanish, both orally and in writing, desirable

ENVIRONMENTAL/WORKING CONDITIONS:

Normal office/public library environment.

EQUIPMENT USED:

Telephone, computer, copy machine, adding machine, fax machine.