

POSITION: Full-Time Business Manager (Jefferson-Madison Regional Library)

LOCATION: Jefferson-Madison Regional Library, Charlottesville, VA

APPLY BY: 05/07/2021 at 5:00 P.M.

Starting Salary: The starting hiring amount is \$59,238.40 to \$71,094.40 for this position.

Apply online at: www.charlottesville.gov/jobs

GENERAL SUMMARY:

Responsible for performing a variety of administrative and accounting functions for the Jefferson-Madison Regional Library. Prepares, executes, and monitors the library budget under the supervision of the library director. This position sources and procures materials and supplies for the library system, coordinates the maintenance and repair of buildings and grounds, prepares library financial reports, and assists in the development of regional library goals, objectives, policies, and procedures.

The manager interacts and negotiates with a variety of vendors and providers. Communication is an important aspect of this position as the manager serves as the library's liaison with the City of Charlottesville facilities and finance departments and vendors and meets regularly with other library managers and staff. The person in this position reports to the Library Director. Hours are Monday-Friday 8:30 a.m.-5:30 p.m. but candidate must be flexible.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Directs development, preparation, and justification of JMRL's budgets (Operating, Equipment and Capital) under the supervision of the Library Director. Responsible for the accounting of those budgets each fiscal year.
- Performs complex administrative work for JMRL that requires interpretation and judgment to include preparing the library's budget (with the library director), monitoring, verifying and depositing cash funds and other financial transactions.
- JMRL's business manager is a management-level position in charge of the regional library physical plans.
- Coordinates maintenance, repairs, and upkeep of library facilities with jurisdictional partners and outside agencies.
- Coordinates the acquisition, development and maintenance of JMRL's facilities and capital improvements.
- Responsible for accounts payable and accounts receivable.
- Reviews financial status, prepares spreadsheets, reports and related documentation.
- Serves as financial liaison with JMRL's fiscal agent, the city of Charlottesville, which may include serving in a backup capacity for time entry processing and recordkeeping.
- Prepares and keeps necessary information for annual audit and reporting to the State Library (Bibliostat). Reviews drafts of these reports.
- Plans and supervises all accounting functions in JMRL.
- Advises Library Director on policy matters relating to JMRL fiscal operations.
- Oversees the development of all contracts and cooperative agreements in conjunction with JMRL's fiscal agent, the city of Charlottesville.
- Serves as primary liaison with JMRL insurance provider, including claims filing.
- Prepares and delivers shipments of supplies and equipment to branches and/or directs others in doing the same.
- Coordinates surplus equipment disposition among all JMRL branches and to the city's surplus warehouse.

- May serve as Acting Library Director in the absence of the Director and Assistant Director.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required.
- Must have at least 3-5 years of progressively responsible related experience with bookkeeping, accounting, and records management.
- Budgeting experience required.
- Applicant must have a valid Virginia driver's license by employment start date and a clean driving record.
- The ideal candidate for this position will have a Master's degree in business or public administration.

To view the complete job posting and to apply, visit the website listed. Applications are only accepted online through our employment website. JMRL is an Equal Opportunity Employer.