

Westmoreland County Federated Library System

226 Donohoe Road Suite 202, Greensburg, PA 15601 – (p)724.420.5638 – (f)724.420.5741 – www.wlnonline.org

Position Opening: Business Manager

Full-time, Non-exempt

Salary: \$35,000 plus benefits

Includes: 10 (ten) paid holidays; 10 (ten) days of annual leave; 10 (ten) sick days each calendar year; 1 (one) personal day each calendar year

Reports to: Executive Director

The Business Manager manages all financial activity for the Westmoreland County Federated Library System (WCFLS). This position also manages facilities scheduling, office and meetings calendar.

Required Qualifications

- Minimum of Associates degree in accounting, business, or related field
- Proficiency with QuickBooks Online
- Familiarity with Microsoft Windows and Office/365 products

Preferred Qualifications

- Minimum of two years' experience in an office management, business/accounting setting
- Strong organizational skills

Duties and Responsibilities

- Maintains all financial records including accounts receivable and accounts payable; generates invoices and receives payments; creates checks for payment of bills
- Mails bill payments and/or pays approved bills online
- Prepares and processes staff payroll
- Coordinates with the auditor and assists with the audit
- Provides information for preparation of the annual budget
- Collects and inputs data for WCFLS State Aid Distribution formula
- Completes the financial portion of WCFLS annual reports
- Prepares financial reports for the Board of Directors and others as requested
- Prepares for WCFLS Board meetings, including preparing and publishing the schedule of Board meetings for the year and gathering material for the Board packets
- Attends bimonthly WCFLS Board meetings and other meetings as requested
- Provides information to the Finance Committee as requested
- Ensures compliance with human resources regulations
- Maintains office calendar to include use of space, committee meetings, and public library trainings.
- Ensures adequate stock of office supplies, receipt paper, and borrowers' cards is maintained
- Performs other job-related duties as assigned

A resume with professional references should be emailed to jobs@wlnonline.org