

Business Manager

Position description

Updated 9/2025



GENERAL DESCRIPTION: Under the direction of Library Director, the Business Manager supports Crown Point Community Library's mission of being a community center for lifelong discovery by managing the library's finances. The Business Manager duties requiring considerable judgment and initiative in planning and overseeing library finances. The Business Manager assists the Director in developing and maintaining rigorous internal control standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Member of the Library's Leadership Team.
- Comply with library policies and procedures.
- Maintain accurate records for audits and compliance with applicable Indiana state code and guidelines and requirements from the Department of Local Government Finance (DLGF) and Indiana State Board of Accounts (SBOA).
- Complete and submit the library's Annual Financial Report, 1099, and other required uploads on Indiana Gateway. Prepare annual investment report and quarterly PLAC report. Prepare travel report as requested.
- Develop, monitor, and manage the library's annual budget in collaboration with the Director, and ensures proper submission through Indiana Gateway.
- Administer accounts payable and accounts receivable including the posting, and preparation of claims and checks, e-payments, and ACH payments.
- Balances accounts in general ledger, reconciles bank statements, and investigates discrepancies.
- Manage and maintain all general ledger activities.
- Maintain the library's Fixed Asset Inventory as required by state requirements.
- Operate and maintain the library's fund accounting system.
- Administer employee payroll, benefits, and PERF retirement plans, and employee health, disability, and life insurance.
- Create library staff personnel records in accordance with state and federal law.
- Manage procurement processes, purchase orders, and contracts in compliance with Indiana public purchasing laws.
- Administer cash management, banking relationships, and investment of funds according to state law.
- Supervise the Business Office duties of the Administrative Specialist.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Prepare monthly, quarterly, and annual financial reports for the Director and Board of Trustees as required.
- Assist with long-term financial planning, capital project funding, and grant administration.

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- Create vendor files and maintain relationship with vendors and resolve account issues.
- Responds to inquiries and provides customer service, assistance, and instruction to library staff in regards to library purchasing.
- Compile monthly Board packets and attend monthly Board meetings.
- Increases skills and knowledge through professional reading, webinars, and workshops.
- Maintain earnings and service records of library staff using state-approved forms, calculating length of service and hours worked for step and longevity salary maintenance.
- Maintain an accurate and timely record of encumbrances of materials budget lines for Director and Department Heads responsible for materials selection.
- Oversee financial and other library document records retention according to state retention guidelines and best practices.
- In conjunction with the Director, oversee the in-house disposal of furniture and equipment and sale of surplus items.
- Administer the library's property and casualty insurance policies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, coordinate and direct work independently. Able to manage multiple projects, maintain effective workflow, and be able to meet deadlines.
- High degree of accuracy and attention to detail.
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
- Strong written, verbal, and technological skills.
- Maintain confidentiality of financial data, personnel records, and other sensitive information.
- Demonstrate emotional intelligence and ability to work through difficult situations.
- Adept with use of automated financial accounting systems, Google Workspace, and Microsoft Office applications including Excel and Word.
- Ability to learn and adapt to new software and technologies.
- Knowledge and understanding of State Board of Accounts (SBOA) and knowledge of library bookkeeping principals preferred.
- Current driver's license and ability to drive.

QUALIFICATIONS:

- Bachelor's degree in accounting or related Business fields. Extensive equivalent work experience will be considered.
- Fund accounting experience with non-profit or public sector accounting experience preferred.
- Supervisory experience preferred.
- Possess or obtain public notary license.

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PHYSICAL DEMANDS:

The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may frequently perform these actions:

- Stand, walk, sit.
- Use hands and fingers to handle books, paper, technology.
- Lift and/or move up to 25 pounds.

APPLICATION PROCESS:

- Submit all materials including: resume, cover letter, Application for Employment found on crownpointlibrary.org in PDF format to hr@crownpointlibrary.org
- Provide three professional reference contacts.
- Incomplete applications may be discarded.
- Position open until filled.

SALARY:

15A \$55,844/year

Benefits