

Winnefox Library System Position Description

Position: Business Manager
Full-Time, exempt position

Date: July 31, 2019

General Purpose: Provides direction, planning and management of the accounting, delivery, printing, office supply and equipment procurement and office functions for the Winnefox Library System and Oshkosh Public Library.

Supervisor: Director

Supervises: Administrative Specialists, Drivers

Salary Matrix Level: F

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Accounting	
<u>Manage Accounts Payable and Receivable</u> <ul style="list-style-type: none"> • Manage and supervise accounts payable to ensure accuracy and efficiency in payment to vendors. • Manage and supervise accounts receivable to ensure accuracy and efficiency in receiving payments from libraries and contracts • Reconcile any errors regarding coding, credits or other discrepancies. • Track and reconcile reimbursable expenses as necessary. • Problem resolution with vendors as necessary • Manage entry of requisitions and request for checks through city accounting software • Work with City of Oshkosh Accounting and Finance on Accounts Payable, Accounts Receivable, and Payroll efficiencies • Follow up on delinquent accounts • 	<ul style="list-style-type: none"> • Outcomes for accounting are determined by the issuance of a clean audit. • Staff efficiently process accounts payable per established procedures and in a timely manner. • Lack of errors and corrections necessary in accounts payable, receivable, payroll, etc. • Established relationships with City of Oshkosh staff • Outstanding receivables are within acceptable limits (i.e. paid within 90 days)
<u>Manage Payroll</u> <ul style="list-style-type: none"> • Supervise and manage all payroll functions and records for Winnefox Library System • Provide support to Oshkosh Public Library's payroll through the city • Ensure payroll conforms to all policy and law 	<ul style="list-style-type: none"> • Staff efficiently process payroll in a timely manner. • Staff follow procedures to ensure payroll functions are completed accurately.

<ul style="list-style-type: none"> Review and reconcile tax reporting forms W-9, 1096, 1099-Misc, W-2 W-3 forms, WT report and 941 quarterly reports. Supervise completion of unemployment reporting, child support garnishments Keep up to date on laws affecting salaries and wages. 	
<p><u>Audit</u></p> <ul style="list-style-type: none"> Prepare accrued payroll at end of year Prepare compensated absences report Prepare schedule of depreciation Prepare audit materials as needed by auditor Facilitate the auditor visit and direct tasks as needed. Prepare Trial Balances Write Management Discussion and Analysis; review it with the Director. 	<ul style="list-style-type: none"> Audit reports are completed in a timely manner. Staff are prepared to assist in the audit process.
<p><u>Bank Reconciliations</u></p>	<ul style="list-style-type: none"> Bank accounts are reconciled in a timely and efficient manner.
<p><u>Internal Controls</u></p> <ul style="list-style-type: none"> Develop, revise and implement internal controls including areas of cash handling, fraud detection, accounts payable, accounts receivable, financial reporting. 	<ul style="list-style-type: none"> Internal controls are reviewed and updated on a continuous basis.
<p><u>Journal Entries</u></p> <ul style="list-style-type: none"> Complete any necessary journal entries monthly. 	<ul style="list-style-type: none"> Journal entries are prepared and entered in a timely and efficient manner.
<p><u>Cash Handling</u></p> <ul style="list-style-type: none"> Supervise the receipt and recording of all cash Process credit cards as necessary Manage point of sale system equipment and software Manage the member libraries' online fine payments 	<ul style="list-style-type: none"> Staff efficiently handle receipt and recording of cash and credit card purchases. Libraries receive quarterly online fine payment reimbursement in a timely and efficient manner.
<p><u>Closing/Opening of Books</u></p> <ul style="list-style-type: none"> Prepare end of year closing journal entries Review reserve accounts and adjust accordingly for expended funds or for changes to balance of these accounts Accrue payroll and any prepaid expenses or revenues Review budget for necessary accounting actions Ensure that all accounts are reconciled. 	<ul style="list-style-type: none"> Process end of year closing and beginning year opening of books in a timely and efficient manner.
<p><u>Problem resolution</u></p> <ul style="list-style-type: none"> Work with staff to resolve any accounting issue they may have Identify, assess and resolve any discrepancy or problems with accounts 	<ul style="list-style-type: none"> Provide adequate training opportunities for staff to understand the accounting/finance areas of the office. Minimal discrepancies/problems within accounts.

<p><u>Maintain grant and trust fund balances</u></p> <ul style="list-style-type: none"> • Monitor grant expenditures and ensure participants have fulfilled any matching grant requirements in order to receive funds. • Monitor and report on trust fund budget and expenditures 	<ul style="list-style-type: none"> • Appropriate grant funds are matched and expended according to grant requirements.
<p><u>Invoicing</u></p> <ul style="list-style-type: none"> • Monitor invoicing for county and state agreements • Invoice contractual obligations for Oshkosh Public Library and Winnefox Library System (i.e., rent, phone, parking, staff, etc.) 	<ul style="list-style-type: none"> • Staff processing of contractual obligations and invoicing is done in a timely and efficient manner.
<p><u>Deposit accounts</u></p> <ul style="list-style-type: none"> • Review and monitor deposit accounts for member libraries 	<ul style="list-style-type: none"> • Deposit accounts are kept up to date and accounts reviewed on an ongoing basis.
<p><u>Account ledgers</u></p> <ul style="list-style-type: none"> • Maintain software account ledgers, audit and financial 	<ul style="list-style-type: none"> • Account ledgers are reviewed periodically for accuracy.
<p><u>Chart of accounts</u></p> <ul style="list-style-type: none"> • Establish and monitor chart of accounts 	<ul style="list-style-type: none"> • Chart of accounts is maintained and brought up to date as necessary.
<p><u>Reporting</u></p> <ul style="list-style-type: none"> • Create, review, and analyze financial reports as needed. 	<ul style="list-style-type: none"> • Reports are created and analyzed completely and in a timely manner.
<p><u>Contractual Services</u></p> <ul style="list-style-type: none"> • Provide the above services to other contractual library systems 	<ul style="list-style-type: none"> • Services listed in annual contracts with other library systems are honored in full
<p>Human Resources</p>	
<p><u>Hiring Process</u></p> <ul style="list-style-type: none"> • Manages the preparation, paperwork, schedule, and facilitates smooth new hire onboarding process, coordinating with cross-functional departments. • Ensure new employee sign-on is completed and all forms are current. • Reference checking • Driver license checks (also for insurance purposes) • Writes employment advertisement as necessary • Review applications, interview, and recommend candidates for supervised positions • Ensure applicants are kept up to date on the status of their applications • Makes recommendations regarding hiring and termination for supervised positions 	<ul style="list-style-type: none"> • The hiring process is managed in a smooth and efficient manner.

<p><u>Personnel Matters</u></p> <ul style="list-style-type: none"> • Orientation and employee management. • Supervision • Training • Discipline • Provide and effective and dedicated HR advisory service to employees. • Ensure legal compliance of HR state and federal regulations and applicable employment laws and update policies and/or procedures as required. 	<ul style="list-style-type: none"> • Supervision and training of subordinates is current and complete. • Discipline has been carried out for subordinates as deemed necessary by management.
<p><u>Fringe Benefits</u></p> <ul style="list-style-type: none"> • Supervise the maintenance of vacation and sick leave balances • Manage Workers Compensation Claims and Audit • Manage flexible spending, health and income continuation insurance as well as other benefits 	<ul style="list-style-type: none"> • Fringe benefits are managed in a timely and efficient manner.
<p><u>Pay Plan</u></p> <ul style="list-style-type: none"> • Compute and prorate pay increases and deductions 	<ul style="list-style-type: none"> • Staff pay is correct.
<p><u>Personnel Records, Forms and Manual</u></p> <ul style="list-style-type: none"> • Ensure personnel records are confidential, complete and maintained. • Design personnel and employment forms • Assist in the development and execution of personnel procedures and policies. • Direct communication, interpretation and upkeep of employee handbooks 	<ul style="list-style-type: none"> • Personnel records are complete, maintained as confidential as necessary, and retained according to schedule. • Staff maintain awareness of personnel forms and update as necessary. • Staff Manual is reviewed and updated as needed.
<p><u>Consulting</u></p> <ul style="list-style-type: none"> • Act as resource for member libraries for personnel issues such as unemployment law and eligibility, FMLA 	<ul style="list-style-type: none"> • Member libraries are happy with information received for information on personnel issues. • Information given is correct and up to date.
<p>Administrative and Supervisory</p>	
<p><u>Winnefox Library System and Oshkosh Public Library Board of Trustees</u></p> <ul style="list-style-type: none"> • Perform or supervise the preparation of board minutes and agenda preparation • Ensure legal notices are prepared and conform to law • Apply parliamentary procedure at meetings if necessary • Maintain status of board appointments and complete correspondence to officials regarding necessary board appointments and renewals • Ensure trustee information and lists are current 	<ul style="list-style-type: none"> • Staff manage Board tasks efficiently and in a timely matter. • Board meetings are held following parliamentary procedure. • Board appointments and lists are current. • Board meetings are noticed legally. • Board members have the most current information available.

<ul style="list-style-type: none"> • Ensure appropriate closed sessions are noticed according to State Law • Supervise the transfer of board information to the trustees and to the public via paper or electronic format. 	
<p><u>Records Management</u></p> <ul style="list-style-type: none"> • Apply retention schedule • Process files according to retention schedule • Train and assist with development of retention, determine storage of electronic and paper files. 	<ul style="list-style-type: none"> • Staff apply record retention to files. • Staff are trained in handling, storage, and disposition of records.
<p><u>Oversee office services</u></p> <ul style="list-style-type: none"> • Oversee the key system for the building, equipment, furnishings, and vehicles • Oversee the card access system • Fill in whenever necessary • Oversee booking of library meeting room • Monitor repairs of equipment and approve repair costs if necessary 	<ul style="list-style-type: none"> • Staff handle the key system and card access system securely and efficiently. • Any office services problems are resolved. • Ensure the office has coverage during business hours. • Staff manage the booking of meeting rooms in an efficient and timely manner. • Manage repair equipment in an efficient and timely manner
<p><u>Policy/Procedure</u></p> <ul style="list-style-type: none"> • Propose and draft financial and administrative policies and procedures for consideration • Interpret policies • Ensure policy and procedure manuals are complete and up to date • Develop, revise and implement accounting procedures. 	<ul style="list-style-type: none"> • Policy and procedure manuals are complete and up to date. • Policies and procedures are identified and drafted as necessary.
<ul style="list-style-type: none"> • Delivery Service 	
<p><u>Supervise Delivery Driver Schedules</u></p> <ul style="list-style-type: none"> • Set drivers work schedules and supervise substitutions and time off requests • Monitor schedules, drive, and load times and volumes to ensure efficiency • Ensure smooth operation of deposit collections for senior living and day care centers • Set and modify procedures in the Driver's manual • Schedule safety training for staff 	<ul style="list-style-type: none"> • Efficiencies are continually sought in delivery service. • Staff set driver schedules in a timely and efficient manner. • Staff coordinate operation of deposit collection delivery in an efficient and timely manner. • The Driver's Manual procedures are up to date and reviewed for necessary changes. • Staff are aware how to perform their duties in the safest way possible.
<p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Determine and order maintenance on system vehicles • Assess future needs for the delivery service 	<ul style="list-style-type: none"> • Maintenance is current on system vehicles. • Assessment of future needs for delivery service is considered on an ongoing basis.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to supervise the work of subordinate clerical and other staff members.

- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and meetings.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Familiarity with accounting software such as QuickBooks.
- Familiarity with accounting principles and procedure
- Inter-personal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks for oneself and subordinates.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation

REQUIRED EDUCATION AND/OR EXPERIENCE

Bachelor's degree in business administration or any combination of education and experience that provides the necessary knowledge and skills. Two years' experience in accounting with experience in a governmental organization preferred. Supervisory experience desired.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer workstation, calculator, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment. Occasional travel to outside meetings is required.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.