



Full - Time Position Available Business Manager

The Nyack Library located in Nyack, NY, is seeking a Business Manager to oversee its accounting, building and property management, and Human Resources functions. Reporting to the Library Director, a successful candidate will also have extensive involvement with the Finance Committee of the Library's Board of Trustees chaired by The Library's Treasurer. The Library has an annual operating budget of \$3.25 million and employs 50 full and part-time staff members. The Business Manager supervises a staff of 4 (in bookkeeping and building maintenance).

Required Education and Experience

- A Bachelor's Degree in accounting or a related area of concentration, experience might be considered in place of education requirement
- Proficient knowledge of QuickBooks and Microsoft Office, and knowledge of Square point of sale application
- At least five years of experience in managing an organization's financial operations
- Experience with creating and managing a budget
- Experience with GASB and non-profit accounting
- Experience with building management preferred
- Experience managing Human Resource functions preferred

Essential Functions and Skills

- Oversees the day-to-day financial operations of The Library
- Develops annual operating budget and leads the organization in financial planning, forecasting, budgeting, and analysis functions, including identifying capital management requirements and cash-flow needs
- Ensures compliance with all contractual funding requirements. This includes interpreting legislative rules and regulations and ensuring that they are applied consistently and appropriately
- Prepares financial statements and establishes internal controls to ensure that organizational activities pass independent and government audits standards
- Develops and enhances systems and tools to facilitate the effective management of resources
- Experience in procurement and claims administration of insurances including general and professional liability and property.
- Handles financial and technical matters pertaining to health, dental, vision, disability, Workers' Comp., unemployment, 457 Deferred Comp., etc. Researches new benefit plans and keeps abreast of changes in employment laws, and makes suggestions on changes in personnel policy

Salary

- Vacation, holiday, medical, sick, dental, vision, and NY State Retirement
- This is a full-time position with a starting salary of \$75,000 - \$85,000 based on experience and education

Please send the application and resume to Eric McCarthy at emccarthy@nyacklibrary.org.

Posting open until filled