

Maywood Public Library District
Job Description

Position Title: Business Office Administrator

Position requirements: Non-exempt

Reports to: Library Director

Essential Functions: Responsible for reconciling all library financials including accounts payable/receivables; HR responsibilities including payroll, benefit management and other duties as assigned by Director.

Responsibilities/Duties:

- Performs all payroll and accounts payable/receivable functions such as balance reporting and periodic reports.
- Reconciliation of all financial documents
- Establishes and maintains all necessary legal documents and administrative records including but not limited to payroll, accounts payable, vendor, contracts, and personnel records.
- Assist the Director with the preparation and dissemination of monthly board packets to board members.
- Interpretation and familiarity of IMRF and health care insurance and all library personnel policies
- Purchase agent and inventory management for supplies and equipment in coordination with department heads and Director
- Attends outside professional meetings, ongoing educational workshops, and trainings deemed necessary for position.
- Will perform other duties and assignments as required and requested by the Library Director
- Ability to establish and maintain effective working relationships with the Library Director, management team, board of trustees, other library staff members and library vendors.
- Ability to multi-task several projects and responsibilities.
- Ability to utilize supervisory and leadership skills to maximize the staff's strengths as well as the ability to facilitate staff growth.
- Commitment to providing excellent customer service to our patrons.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in accounting and 2 or more years of work experience
- Strong knowledge of Microsoft Office, with an emphasis on Excel
- Proficient knowledge of QuickBooks Online.
- Detail oriented with strong organizational skills.
- Ability to collaborate with other team members and work closely as part of a team.
- Must be able to bend & stoop, reach up to 70", remain stationary for extended periods of time, and lift to 50 lbs. with or without reasonable accommodations.