



Position Title: Business Manager – Part Time

Summary

Under the general supervision of the Director, the Business Manager works interdepartmentally to ensure business operations are effective, timely, and aligned with the library's mission. The Business Manager is responsible for planning, implementing and monitoring accounting, fiscal management, business administration, and human resources functions in the Rye Free Reading Room. The Business Manager maintains all financial records; assists with the development of budgets and long-range forecasts; assists preparation of financial, statistical and narrative reports; assists with annual audit; tracks purchases and expenditures; maintains personnel records; and, administers payroll and benefits. The Business Manager must be able to establish and maintain stringent confidentiality of library information.

Schedule

10 to 15 hours per week

Qualifications

- Bachelors Degree in job related subject (Finance, Commerce, Administration, Business Science)
- 2 years or more of experience in finance or personnel operations position
- Strong interpersonal skills, demonstrated oral and written communication skills, flexibility, and the ability to handle detail orientated work
- Knowledge of budget, personnel and purchasing operations
- Knowledge of accounting, financial, and fundraising software, especially Quickbooks and DonorPerfect
- Knowledge of modern accounting principles, practices, and procedures and how they may be applies to municipal and non-profit accounting situations

To apply:

Please send a resume and cover letter to [director \(at\) ryelibrary \(dot\) org](mailto:director@ryelibrary.org)

Compensation

\$41.00 per hour