

North Central Kansas Library System

Job Description

Title: Business Manager

Reports to: Director

Supervisory Responsibilities: None

FSLA status: Exempt (administrative)

Salary range: O

Position Summary: Performs human resources, financial, and administrative duties for the North Central Kansas Library System (NCKLS) office.

Essential Duties:

- Provide human resources support for employee benefit programs including health insurance, Kansas Public Employee Retirement (KPERS), optional KPERS 457 plans, and other benefits offered to employees. Process starting and exiting employees; maintains and monitors employment records and reports, administers performance management system, manages workers compensation claims, ensures compliance with applicable federal, state, and local employment laws.
- Performs financial support including; preparing monthly accounts receivable and payable reports, monthly payroll, monitors and reports income and expenditures, bank account monitoring and managing, billing and credit cards, petty cash, sales and payments of equipment and supplies to member libraries, provides annual audit support, monitors budgets, reviews and renews property and business liability insurance, works with county clerks to complete Revenue Neutral Rate (RNR) processes.
- Provides administrative support for governing board meetings, monitors and orders building and office supplies, schedules building and vehicle maintenance services, maintain emergency/disaster plans.
- Manages Collection Grant and all system physical book ordering, manage member library local accounts for supplies, materials, etc.
- Serves as a point of contact for human resources, financial management and administrative services for member libraries.
- Performs other human resources, financial, and administrative duties as assigned by the Director.

Required Knowledge and Abilities:

- Knowledge of general business practices.
- Knowledge of QuickBooks or other accounting software.
- Proficiency in the use of Microsoft Excel and Word.
- Ability to interact and communicate cooperatively and constructively.
- Ability to work independently to identify, prioritize and accomplish tasks in a timely manner.
- Ability to perform work that requires a high level of confidentiality, discretion, accuracy and attention to detail.
- Ability to use Windows based computer hardware and standard office equipment.
- Ability to travel to work related meetings and trainings.
- Extensive knowledge of current local, state, and federal payroll laws.
- Knowledge of employee benefit programs.

- Knowledge of property and liability Insurance – i.e. Directors and officers, Worker’s Comp, Vehicle, Employment practices insurance.
- Knowledge of management and supervision principles. – If they are doing HR, even if not a supervisor, this would be important, not just for the NCKLS staff, but all the libraries in the system.
- Demonstrated ability to train staff in small groups.
- Help the director prepare yearly budget and identifies expenses necessary to operate NCKLS services.

Preferred Qualifications:

- Bachelor’s degree in a business-related field
- Library experience
- Three years’ work-related experience in administration, human resources and financial areas
- Ability to obtain a valid Kansas driver’s license

A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.

Physical and mental factors needed to perform the essential functions of the job:

- Move up to 50 pounds.
- Remain in a stationary position for extended periods of time.
- Move about to access work space, file cabinets, shelving, office machinery, to access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Operate standard office equipment. including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate in order to express oneself and exchange information.
- Maintain composure when dealing with difficult interactions with people and in difficult situations.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.
- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, communicate, and complete tasks in situations that have a speed or productivity quota.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all NCKLS positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERs).