

The following position is now open:

Business Manager/Accountant

This position provides primary oversight for administrative operations in the areas of accounting, finance, budget, purchasing, accounts payable, payroll, business insurance and facilities.

Essential duties and responsibilities to include:

Responsible for management and investing of all library funds, as directed by the Library Board. Responsible for accounting and financial reporting functions for Library, including annual audit. Responsible for the preparation of yearly Library budget and budget analysis. Assists with answering budget questions from Managers and the Board. Assists Library Director with general oversight of operating budget. Assists Library Director with financial data for annual Public Library Survey. Manages all grant and special project funds, including e-rate. Assists with monthly payroll. Prepares quarterly and annual payroll tax filings. Assists with maintaining all business files. Handles all office, library and furniture purchase requests. Prepares and disseminate RFQs and RFPs for facilities and expansion projects. Attends Board of Trustees meetings and presents financial reports. Business Insurance contact and co-contact with H.R. and Director for health insurance. Works in conjunction with the Library Director to be responsible and oversee the physical plant maintenance and services. Responsible for budgetary oversight of expenses related to physical plant, maintenance and general business overhead. Primary administrator for timekeeping software. Works closely with the Business Office/Human Resources Coordinator in the daily/monthly accounts payable and payroll functions. Supervises Maintenance Manager and Administrative Assistant. Actively pursues continuing education opportunities, reads professional journals and keep informed of the latest developments in the field; participates in professional organizations.

Education and Experience

Bachelor's degree with major in accounting, finance or related field. Three to five years accounting experience. Experience in governmental accounting preferred. Library experience desirable; facilities management experience preferred.

Annual Salary Range
\$45,000-\$55,000

Please submit resume and cover letter by May 20, 2022 5:00 p.m. Missouri River Regional Library is an equal opportunity employer, committed to diversity, M/F/D/V.

Mailing Address

PO Box 89
Jefferson City, MO 65102-0089
573.634.6064
Fax: 573.634.7028

Administrative Offices

308 East High Street
Suite 205
Jefferson City, MO 65101
573.634.6064
Fax: 573.634.7028

Main Library

214 Adams Street
Jefferson City, MO 65101
573.634.2464
Fax: 573.634.7028

Osage County Library

22 Library Lane
Linn, MO 65051
573.897.2951
Fax: 573.897.3815