



Christian County Library Job Description

Job Title: Director of Finance and Business Operations

FLSA Status: Exempt

Schedule and Hours: Typically, Monday - Friday, 40 hours per week. 1 -2 evenings per month

Location: Nixa Community Branch

Salary: \$57,080 - \$62,320; depending on experience

Benefits: Vacation, Sick Leave, 10 Federal Holidays, MOLAGERS Retirement, FSA Plan, Employee contribution only 457 plan, Employee Assistance Program

Deadline: First consideration Friday, February 5, 2021, by 5:00 p.m. Review of applications will continue until the position is filled.

[CCL Employment Application](#), resume, letter of interest, and list of references can be emailed to Dana Roberts at droberts@christiancountylibrary.org or mailed to:

Nixa Community Branch

208 N. McCroskey St

Nixa, MO 65714

Attn: Dana Roberts

Summary: Responsible for overseeing daily business operations of the library district and coordinating the financial management of library funds.

Duties and Responsibilities include the following. Other duties may be assigned.

Human Resources Management for the Library System

- Processing new employee and termination paperwork
- Maintain personnel files for employees of Christian County Library
- Process payroll for employees
- Maintain insurance information for the Christian County Library and employees of Christian County Library
- Communicating information regarding benefits to employees
- Maintain records of leave for employees
- Retain contact information and communication with HR-related vendors
- Work with appropriate administrative staff and HR vendor to update HR policies and procedures as needed

Business Office Management

- Processing and paying of invoices

- Rectifying credit card and bank statements
- Internal auditing for accuracy
- Maintain QuickBooks records
- Compile and deposit bank deposits, as needed
- Oversee circulation desk monetary transactions
- Retain contact information and communication with business-related vendors
- Supervise Business Office Assistant
- Prepare for and assist with the annual audit of financials
- Attend all Board of Trustee meetings to answer any financial-related questions
- Work with the Executive Director to manage the financials for the district
- Plan the best manner to secure funding from property tax payments for the fiscal year
- Consult with the Executive Director on budget categories for the fiscal year

Communication with Co-Workers & Administration

- Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc), and other forms as dictated by the situation
- Effective, timely, thorough, and respectful communication with Administration on the following topics:
 - a. Scheduling requests; Vacation or PTO submitted in writing via an email 4 weeks in advance
 - b. Absences, including whether or not an employee is using leave for time missed
 - c. If there is an issue with a co-worker's performance
 - d. Procedural changes or issues
 - e. Policy changes or issues
 - f. Other topics not addressed here
- Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT Ticket document when appropriate

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of QuickBooks and auditing principles.

Education/Experience:

Bachelor's Degree in Business Administration or related field and 7-8 years of work experience

Specialized Training Requirements:

- Internal Auditing
- Payroll Processing
- Accounts Payable

Knowledge, Skills, and Other Abilities:

- Customer Service, excellent communication skills both written and oral, reliable, responsible, dependable, honest, organized, quick learner
- Working knowledge of reader interest levels, books, authors, and reference sources
- Working knowledge of automated library circulation systems and online databases
- Working knowledge of print, non-print, digital and online information sources available from a wide variety of sources including publishers, the internet, and library vendor-based systems
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills
- Ability to set priorities and coordinate multiple projects
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome
- Ability to communicate effectively verbally, in writing, and by listening
- Ability to interact in a positive, effective manner with coworkers, Director, and general public
- Ability to perform with minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change Remains flexible
- Ability to present ideas and provide instruction Comfortable with teaching and use of various forms of technology
- Respect: Courteous, reliable, and dependable
- Positive Attitude
- Accountability
- Initiative
- Teamwork

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must frequently lift and/or move up to 20 pounds.