



# Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY 11777  
631.473.0022      portjefflibrary.org

Position Available:

## Full Time Business Manager

Effective: Immediately

**Description:** The Business Manager performs a wide range of bookkeeping, accounting and human resource functions, as well as oversees the Department.

**Duties:** *Typical duties Include but are not limited to:*

Post financial data to forms or journals which serve as permanent records of transactions;

Updates automated financial records;

Accounts Payable;

Maintains a variety of other financial records;

Prepares financial and statistical reports of some complexity by drawing data from financial records;

Payroll Processing;

Review and Implement Financial strategies for long term stability and growth;

May create or update reports in Excel and Sage.

**Qualifications:** Knowledge of bookkeeping principles and practices is essential. Candidate should be detail oriented, proficient with standard office methods and practice and have experience with payroll processing and accounts payable. Computer proficiency, ability to maintain confidentiality of records and discretion regarding administrative and personnel are a must. Candidates should possess 5 years of library experience but related college coursework may be substituted. This position reports to the Director.

**Salary & Benefits:** Salary commensurate with experience. The Port Jefferson Free Library participates in the New York State Retirement System and the NYSHIP Health Insurance Plan. This is not a Civil Service Position.

To be considered, please respond by 2/4/16. Inquiries, cover letter, resume and three references should be submitted to:

Thomas Donlon, Interim Library Director

**Port Jefferson Free Library** • 100 Thompson Street • Port Jefferson NY 11777  
[donlont@portjefflibrary.org](mailto:donlont@portjefflibrary.org) • (631) 473-0022