



Job Description

Business Associate

Reports to: Executive Director

Has Supervisory Responsibility for: none

FLSA: Non-Exempt

Pay grade: 3

SUMMARY OF ROLE

Manage and provide a variety of business services necessary for efficient and effective library operations, including financial and administrative processes and procedures.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES AND DUTIES

Financial and accounting

- Perform routine accounting and data entry duties including processing accounts payable, invoices, time and attendance records, payroll and reconciling statements. Prepare and submit bank deposits. Create and correct journal entries.
- Process large number of monthly invoices. Ensure on-time and accurate payment of bills.
- Prepare financial statements and reports. Organize financial records for the annual audit.

Administrative

- Create, maintain and manage personnel records. Process information and forms for employee changes and for new and departing employees.
- Administer employee benefits including health plans and Illinois Municipal Retirement Fund.
- Support the Library Board of Trustees including to prepare meeting agendas and packets, take and transcribe meeting minutes, and post related information on library website.
- Create, maintain and manage library records in accordance with all applicable record retention laws.

Responsibilities include monthly evening shifts to attend board meetings.

QUALIFICATIONS

- Experience processing invoices and accounts payable, reconciling financial statements, creating journal entries and working with financial reports
- Degree in finance, accounting or related field or equivalent work experience
- Computer knowledge sufficient to perform required duties quickly and accurately
- Attention to detail and accuracy, strong organizational skills
- Knowledge of professional standards and best practices in public/fund accounting, office management and record management
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to recognize and maintain confidentiality
- Commitment to continuous improvement and self-directed learning
- Ability to manage multiple projects simultaneously, prioritize effectively, adjust to changing priorities and meet deadlines
- Valid driver's license and a reliable vehicle

PHYSICAL REQUIREMENTS

- Standard office environment

Nothing in this job description restricts La Grange Public Library's right to supplement or otherwise modify the responsibilities and duties of this job at any time. Reasonable accommodations may be made to enable individuals with disabilities or other needs to perform the essential functions of the position.

Revised November 22, 2021