

**Business Officer**  
**St. John the Baptist Parish Library**  
**Administrative offices – LaPlace, LA**  
**Salary Range (\$59,176.00- 62,795.20) Annually**

**Opening Date: 4/30/2021**  
**Closing Date: 5/28/2021**

***Please note application deliverables at end of advertisement.***

The St. John the Baptist Parish Public Library in Louisiana seeks a responsible Business Officer to coordinate our administrative and financial procedures for the Library. This position will be part of a future focused Library System based on a Community Led Services Philosophy. Under the direction of the Library Director, this individual will support fiscal operations and he/she will work to provide exceptional support service to the organization and employees of the St. John Library.

We are searching for an experienced professional who can assure confidential, timely, accurate and efficient processing of financial and human resources functions for the Library. This is an ideal position for an engaging professional who enjoys fostering teamwork, having a strong attention to detail, providing back-up support to our maintenance division and participating on the Leadership Team of the Library.

Additionally, the preferred candidate will be accustomed to providing structure, boundaries, and thoughtful processes. The individual will possess strong interpersonal and communication skills. This is a full-time, 40 hour per week position with benefits. While it is mostly a standard business work week, some evening and weekend hours may be required.

*Examples of Duties:*

***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Responsible for all general ledger preparation, input and recording. Accounts payable, including obtaining invoice approval, assigning appropriate expense accounts, entry into accounting system, producing checks, obtaining check approval signatures, distributing checks and organizing paid invoices.

Assure the accurate handling of money, including gathering, counting, depositing distributing and maintaining cash records.

Balance bi-weekly payroll summary and deductions to the payroll check register and enters into the accounting system.

Provide details to CPA for monthly reconciliation of bank accounts.

Prepare and make all retirement-related payments to PERS (Parochial Employee Retirement System) and on-going management of payments for retirees benefits.

Prepare all financial reports required / requested by the Director and Library Board.

Fosters an environment that promotes exploration and implementation of new approaches to information access and outreach services.

Maintains accounting system vendor files and manages contracts.

Payroll processing – using outside payroll software service, conduct bi-weekly process to finalize payments and time-off requests for employees.

Tracks all expenditures for and income received from Grants, Friends of the Library and other gifts.

Manages the Fixed Asset Inventory for all equipment and furniture.

Manages monthly ordering from office / supply vendors for all locations. Maintains the postage meter.

Petty Cash Account – Administers and maintains according to policy.

Assists the Library Director with the preparation of the fiscal year budget. Monitors expenses, along with the Director to ensure that expenditures stay within budgetary limits.

Annual audit – Prepares requested financial reports and organizes detailed documentation for the independent auditor. Reviews DRAFT of the completed audit, posts adjusting entries if required and closes the fiscal year with the CPA.

Assist with basic benefit HR functions for full-time staff.

Acts as back-up to the Maintenance Manager for handling vendor calls, details of the outstanding work and ongoing projects.

Follows the operational rules and policies of the library system.

Assists with system-wide decision making by serving on committees and participating in strategic initiatives.

Participates in opportunities for professional development.

Participates in maintaining a safe and welcoming environment for library users and fellow staff members.

All other duties as assigned.

*Typical Qualifications:*

- Good knowledge of modern office practices and procedures, including technology.
- Knowledge of accounting principles
- Knowledge or ability to learn GASB regulations
- Accomplished mathematical skills
- Excellent organizational skills and attention to detail.
- Ability to work collegially with library employees, community and vendors.
- Ability to perform a wide variety of multi-step procedures.
- Ability to effectively communicate both orally and in writing.
- Ability to set and manage multiple priorities as well as schedule own time and that of others.
- Ability to handle confidential/ sensitive information with discretion, tact and diplomacy.
- Ability to meet deadlines.
- Ability to work independently in the absence of supervision
- Ability to travel between branches.
- Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, thoroughness and the physical condition commensurate with the demands of the position.

**Supervision**

Assignments are provided by defining objectives, priorities, and deadlines. Additional assistance is provided for unusual situations that do not have clear precedents. Reports to the Library Director.

**Distinguishing Factors**

This classification is distinguished from the Network Technician position by the progressive responsibility of fiscal and leadership deliverables.

**Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.**

**Accountability** – Making a commitment to the organization, meeting obligations, adhering to policy and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

**Communication** – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

**Customer Service** – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

**Initiative** – Identifying what needs to be done, taking action, adding value and participating in change.

**Teamwork** – Contributing to the team, working cooperatively toward shared goals, resolving conflict, building team capability and celebrating success.

**Minimum Qualifications**

Requires a Bachelor’s Degree in Business, Finance, Accounting or related field. A minimum of 4 years of experience in accounts payable / receivable experience; proficient in QuickBooks or similar accounting software package; experience in Microsoft Office applications with advanced knowledge of Excel. Demonstrated ability to organize administrative workflows.

*Supplemental Information:*

**Physical Activities**

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

Standing	O	Sitting	O
Walking	O	Bending	R
Stooping	R	Kneeling	R
Crawling	R	Climbing	R
Typing	O	Grasping	R
Talking	O	Hearing	O
Repetitive motions of hands/wrists	O	Handing	O
Repetitive motions of feet	O	Reaching	O

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

Activity	Average Number of Pounds	Distance Weight is Moved
Pushing	5	200 ft
Pulling	5	200 ft
Lifting	30	200 ft
Carrying	30	200 ft

**Examples of physical activities required in this position:**

Standing, kneeling and bending while filing, working with others and inventory of fixed assets.

Sitting at workstation and typing on computer

Walking through library

**Possible Hazards (chemicals, dangerous machinery, etc.)**

None known.

**Interested applicants, please submit cover letter, resume, and application found at the following <https://stjohnlib.com/wp-content/uploads/2020/08/St.-John-Library-Employment-Application.pdf> to Amy Riche', Assistant Library Director, at [ARiche@stjohn.lib.la.us](mailto:ARiche@stjohn.lib.la.us). This advertisement closes May 28th at 5pm.**

**In addition, please provide answers to the following questions:**

- 1. Please indicate how you have addressed a business approach to be more efficient and effective for an organization?**
- 2. Please share your experience with working to set up new processes and effective methods for teams? What worked? What did you tweak and what were the results?**

***Equal Opportunity/Affirmative Action  
Employer/Women/Minorities/Veterans/Disabilities***

