



273 Beaver Dam Road
Brookhaven, NY 11719
Tel: 631-286-1923 Fax: 631-286-0120
www.brookhavenfreelibrary.org
bfl@brookhavenfreelibrary.org

April 11, 2023

Position Available: Business Manager, Part-time
Schedule: 14-17 hours per week, flexible schedule

Salary: \$40.75 per hour

Brookhaven Free Library seeks a part-time Business Manager to oversee finance and human resources. The ideal candidate is well-versed in budget development and monitoring, accounts payable and receivable, audit preparations and HR. Nestled in the quaint hamlet of Brookhaven, the Library serves the South Country Central School District, has an annual operating budget of \$1,016,158 and has approximately 12-16 staff members.

KEY FUNCTIONS AND RESPONSIBILITIES

- Prepares financial reports for the Director and Board of Trustees.
- Assists the Director with long and short-term financial plans.
- Maintains records of receipts, expenditures and a variety of other financial records.
- Participates in the preparation of tentative budgets, processes payroll, purchase orders and maintains various business reports.
- Reconciles bank statements.
- Participates in the maintenance of personnel records and other forms and documents.
- Serves as Human Resources coordinator, administering benefit programs such as disability, health insurance, workers' compensation and 403 (b) Plan.
- Provides essential and confidential administrative support to the Library Director.
- Attends Library Board Meetings, staff meetings and/or other related meetings when requested.
- Performs other related duties as assigned.

SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of bookkeeping principles and practices; thorough knowledge of the methods and procedures used in budget preparation; good knowledge of public personnel practices and procedures; ability to apply bookkeeping principles to the maintenance of fiscal and accounting records; ability to compile and prepare financial reports; ability to establish effective working relationships with co-workers in a manner conducive to full performance and high morale; ability to maintain information in confidence.



273 Beaver Dam Road
Brookhaven, NY 11719
Tel: 631-286-1923 Fax: 631-286-0120
www.brookhavenfreelibrary.org
bfl@brookhavenfreelibrary.org

MINIMUM QUALIFICATIONS

- BA/BS Degree in Finance, Business Administration, Accounting or related subject, plus two (2) years of experience in accounting or finance.
- Proficiency in Excel and QuickBooks required.
- Ability to handle confidential information responsibly and ethically.
- CPA a plus.
- Experience in the administration of benefit programs preferred.

To be considered for the position please email a cover letter and resume to: Jamie Papandrea, Director at bfl@brookhavenfreelibrary.org. Applications will be accepted until the position is filled.

The Brookhaven Free Library is an Equal Employment Opportunity Employer