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The Suffolk Cooperative Library System (SCLS) seeks an experienced business professional to lead the Business Services Department as the Business Manager. SCLS is seeking an individual that can provide exceptional customer service to the SCLS membership.

The Business Services Department provides a variety of support services to the libraries in Suffolk County. The Business Manager is responsible for the operations and administrative supervision of the Finance Department and SCLS business operations. The Business Manager is responsible for the preparation and administration of an annual budget of over \$18 million dollars. Accounting controls, contract management, inventory management, and coordinated purchases are key functions of this position.

The candidate must have a Bachelor's Degree and at least five years of business or Government agency experience. The successful candidate must have a thorough knowledge of general accounting principles and controls.

SCLS is a 56-member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. The starting salary for this position is \$100,000 as well as a generous benefits package. Please see the attached job description for details.

To apply, please send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at [sclshr@suffolknet.org](mailto:sclshr@suffolknet.org) by Friday, July 26, 2024.

**DEPARTMENT:** ADMINISTRATION  
**POSITION TITLE:** BUSINESS MANAGER  
**REPORTS TO:** ASSISTANT DIRECTOR

**GENERAL DESCRIPTION:** Under the supervision of the Assistant Director this staff member is responsible for the operations and administrative supervision of the Finance Department and business operations.

**ESSENTIAL FUNCTIONS:**

1. Works with Administration to prepare annual budget.
2. Supervises work of staff in Finance Department.
3. Supervises general accounting controls over fiscal activities.
4. Works with auditors to ensure established financial controls are followed.
5. Manages Library Service Contracts.
6. Works with outside contractors and vendors.
7. Assists with a variety of Coordinated Orders.

**OTHER FUNCTIONS:**

1. Prepares analyses of revenue and expenditures.
2. Participates in the preparation of grants, member library support chart and other reports.
3. Maintains printer/copier programs with appropriate vendors.
4. Performs other duties and functions as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of methods and procedures used in preparing budgets.
2. Good knowledge of computer software for accounting operations.
3. Ability to supervise.
4. Good organizational abilities.
5. Ability to do complex mathematical calculations.
6. Ability to deal tactfully and courteously with others.
7. Ability to follow written and oral instructions.
8. Good reading comprehension.
9. Ability to work with deadlines and interruptions.
10. Knowledge of basic software applications.
11. Ability to communicate instructions clearly and precisely.
12. Experience negotiating contracts and service agreements.
13. Ability to make Sustainable work-related decisions.

**REQUIRED EXPERIENCE AND TRAINING:**

1. Bachelor's Degree.
2. Five years of finance experience in business or Government agency.