



Job Posting: Business Manager (PT)

The Floyd Memorial Library in Greenport, NY 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 human resources. This position reports to the Library Director.

Essential Functions:

- 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, and maintains various business reports.
- Prepares bank deposits and manages accounts payable.
- Reconciles monthly bank and credit card 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.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of bookkeeping principles and practices.
- Good knowledge of public personnel practices and procedures.
- Excellent communication skills, both written and verbal.
- Excellent organizational skills.
- Ability to work independently, follow through with projects, and meet deadlines.
- Ability to establish effective, congenial working relationships with co-workers.
- Ability to handle confidential information responsibly and ethically.

Minimum experience and training:

- 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.
- CPA a plus
- Experience in the administration of benefit programs a plus.

Minimum Starting Salary:

- \$38.75/hr., 15-20 hrs./week, flexible schedule

To apply:

Please email your resume and a cover letter stating your interest in the position to Ellen Nasto, Director, at director@floydmemoriallibrary.org by Tuesday, April 7, 2026.

The Floyd Memorial Library is an association library and is not subject to civil service requirements.