



Job Posting: Full-time Assistant Business Manager

The Riverhead free library is seeking a dedicated and detail-oriented individual to join our Administration team. 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 Business Manager.

Key Responsibilities:

- Assists in the preparation of financial reports for the Director and Board of Trustees.
- Assists the Business Manager with long and short-term financial plans.
- Maintains records of receipts, expenditures, and a variety of other financial records.
- 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.
- Assists with Human Resources functions, administering benefit programs, such as disability, health insurance, workers' compensation and retirement.
- Provides essential and confidential administrative support to the Business Manager.
- 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.
- Two (2) years of experience in accounting or finance a plus.
- Proficiency in Excel and Accounting software such as QuickBooks or Sage required.
- Experience in the administration of benefit programs is a plus.

Benefits:

- Starting salary \$65,000 to \$70,000 to commensurate with experience.
- NYS Retirement System, MetLife dental benefits and Empire NYSHIP medical benefits.
- Earned vacation, sick and personal time.

To apply:

Please email your resume and a cover letter to Kerrie McMullen-Smith, Library Director kerrie.mcmullensmith@riverheadlibrary.org by Friday, July 3, 2026.