

Business Manager

Ela Area Public Library District

The Ela Area Public Library District seeks a collaborative, self-motivated individual to manage and direct the accounting duties of the Library. Under the direction of the Executive Director, the Business Manager participates in strategic planning and serves as the business liaison to the staff and Board of Trustees.

Significant duties include:

- General ledger preparation, entry, and reporting
- Accounts Payable, approval, invoice entry, and production of checks
- Preparation of journal entries for revenue and expenses
- Preparation of financial reports
- Preparation of the monthly Treasurer's Report
- Maintenance of accounting system vendor files, W-9's, distributes/reports annual 1099's and preparation of annual report of receipts and disbursements
- Assisting the Executive Director with the preparation of the annual budget
- Preparation of requested financial reports for the annual audit
- Attending appropriate meetings including monthly Board meetings and continuing education opportunities

The Ela Area Public Library is a progressive and customer service focused library located in the community of Lake Zurich. The Library serves a population of 36,000 and maintains an operating budget of \$7.5 million annually. Rated multiple times as a Five Star Library by *Library Journal*, we are dedicated to delivering innovative services that will address our community's emerging needs.

Requirements/Knowledge:

- Bachelor's Degree in Business, Finance, Accounting, related field or equivalent experience
- Minimum of 4 years recent accounts payable/receivable experience
- Proficient in Abila MIP or similar accounting software package
- Experience with Microsoft Office applications including advanced knowledge of Excel
- Knowledge of fund accounting and GASB preferred

Starting Salary: \$78,000 annually. Excellent benefits including four weeks of vacation and participation in IMRF.

If you are interested in joining the Ela Area Public Library District and meet the job requirements described above, please email your cover letter and resume to our Human Resources Department at apply@eapl.org.

The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.