



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

JULY 12, 2017

**JOB # 2017-023
ROOM 306
HUMAN RESOURCES**

**PLEASE POST
ANTICIPATED OPENING**

POSITION: **DIVISION HEAD/BUSINESS MANAGER
Haverhill Public Library**

HOURS OF WORK: **Monday - Friday, 8:30am-5:00pm
40 hours per week**

SALARY: **\$38,327.12 - \$45,376.24 per year
(According to contractual salary schedule)**

JOB SUMMARY:

The business manager keeps records of the library's accounts, including accounts receivable and payable, processes the library's weekly payroll, prepares invoices for payment and coordinates payment of library bills with the City Auditor's department. Reports are prepared by the business manager for the Trustees providing balances in the Trustees' funds. Responsible for both the City and Trustees' budget.

SUPERVISION:

Works under the direction of the Library Director and Assistant Library Director.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Manages all library accounts for both budgets: Trustees and City. Maintains payroll, as well as attendance and benefits records for all staff. Prepares purchasing and bid requests to be submitted to City Hall. Maintains records of all grant funds. Pays bills and keeps records on purchases. Balances cash registers on a daily basis. Manages acquisition and renewal of museum passes. Prepares a monthly account summary (for all accounts) for the Board of Trustees. Prepares and maintains annual City and Trustees budgets. Prepares annual State Aid report and any other fiscal reports as required. Maintains Trustees endowment fund accounting. Prepares and makes bank deposits. Coordinates annual audit. Participates in long-range planning as needed. Related work as required or as situation demands. Ability to fill in at public service desks if absolutely necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NATURE OF WORK:

This position requires a person to work independently with a minimal amount of supervision in an office setting. A high level of responsibility, judgment, and discretion are needed and the skills to maintain all financial records with 100% accuracy are essential. This position requires the creation of complete and accurate reports for the Director and Trustees.

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Positive interaction with internal and external staff is required to complete many of the job responsibilities. Some responsibilities have critical deadlines.

KNOWLEDGE, SKILLS, AND DESIRABLE ABILITIES:

Ability to meet people easily and get along well with others. Ability to express oneself clearly, concisely, and pleasantly in the English language both orally, in person and over the phone, and in writing. Ability to handle minute detail. Accurate typing and word processing skills. Ability to learn new skills quickly. Ability to handle situations with tact, courtesy, initiative, resourcefulness, good judgement and punctuality. Ability to meet deadlines.

RECOMMENDED MINIMUM QUALIFICATIONS:

Bachelor's Degree and/or equivalent business, education or professional experience. Individual must be highly organized and capable of working with a diverse staff. Must have knowledge of bookkeeping practices, including accounts payable, accounts receivable, fund accounting and payroll, or equivalent combination of experience and training which provides the candidate with the required knowledge, skills and abilities. Must have the ability and experience to work with accounting/bookkeeping and word processing software, including QuickBooks, Excel and Word or equivalent.

PHYSICAL REQUIREMENTS:

Ability to sit for long periods of time at a computer. Occasional lifting of up to 40 pounds. Some stress involved in meeting deadlines. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

FRIDAY, AUGUST 4, 2017

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2017-023 WHEN APPLYING ONLINE.