



## **EMPLOYMENT OPPORTUNITY: Accounting, Benefits, and Business Coordinator**

Are you an accountant looking for more, including community engagement opportunities and a relaxed environment? Consider becoming part of a vibrant and growing library system in beautiful southwest Michigan! Van Buren District Library is looking for an experienced and detail-oriented Accounting, Benefits, and Business Coordinator committed to high quality library service to join our team. The Van Buren District Library serves 44,000 residents at seven locations in Van Buren County. The Van Buren District Library is located approximately 20 miles west of the Kalamazoo area, home to Western Michigan University and a lively downtown. It is also located 40 miles east of Lake Michigan. The region is recognized for its progressive spirit and cultural attractions as well as its sandy beaches, beautiful lakes, fresh produce, and wineries. In addition to managing the library's finances and benefits, the successful candidate will also have the opportunity to serve the public by attending monthly Library Board meetings, working the library check-out desk, participating in the creation and performance of library events, classes, and programs, and engaging in outreach to the local community.

**POSITION TITLE: Accounting, Benefits, and Business Coordinator**

**DEPARTMENT: Administration, reporting to Library Director**

**HOURS:**

Full-time - 40 hours per week. Must be flexible to attend monthly meetings of the Library Board of Trustees, and to work periodic evenings and Saturdays.

### **WAGES & BENEFITS**

\$52,437 per year. Benefits include paid vacation, sick, holiday, and personal time. Individual health insurance, dental/optical insurance, term life, and long-term disability insurance provided. Eligible for 401a deferred compensation with a 6% match, and voluntary 457 plan, plus paid opportunities to participate in professional development.

### **RESPONSIBILITIES:**

- Provides positive, professional service to the public and administrative support to the Library Director and Library Board of Trustees.
- Coordinates all financial management activities for the Library in compliance with current regulations, policies, and generally accepted accounting principles.
- Accounts for all library receivables, payables, investments, operating budget, and endowment fund.
- Prepare monthly financial reports for monthly Library Board meetings.
- Report revenues and expenditures, assets and liabilities to the Library Director and Board of Trustees.
- Creates simplified trial balance sheets for the Library Director and Board of Trustees.
- Takes the minutes of monthly Library Board meetings.
- Develops the annual Library budget with the Library Director and Board of Trustees.
- Works with the Library's administrative assistant on bookkeeping duties.
- Prepares payroll, maintains employee benefits, and assists staff with benefit questions.
- Keeps and updates staff records and pay schedule
- Reconciles bank statements.
- Maintains general ledger.
- Makes journal entries in general ledger as needed.
- Prepares Library for its annual audit including preparing fixed asset schedules and sick/vacation liability calculation.
- Acts as liaison with auditors.
- Works with benefits vendors.

- Posts and administers open position notices.
- Onboards new staff members.
- Administers Library unemployment account.
- Prepares annual workers' compensation audit.
- Completes Library self-funded health insurance plan forms.
- Prepares and records statistics and other reports as requested.
- Maintains a capital improvements plan in coordination with the Library Director.
- Serves as a member of the Library's leadership team.
- Collaborates with the Library's leadership team on process improvements, internal controls, and financial procedures for the Library.
- Works the Library check-out desk one to two hours per day.

**DUTIES MAY INCLUDE:**

- Participation in the planning and execution of library programs, events, and classes.
- Outreach to the local community.
- Oversee accounts payable/receivable in QuickBooks.
- Review and print checks for invoices.
- Research unpaid or overpaid invoices.
- Carry out Library Board's investment policy, as delegated by the Library Director, by contacting area financial institutions for current investment rates and best terms.
- Verifies time sheets to prepare payroll, calling supervisors for information as needed.
- Prepares monthly or quarterly reports of utility use.
- Functions as occasional "person in charge" of VBDL's main location.

**REQUIREMENTS:**

**MINIMUM:**

- Bachelor's degree in accounting and one to three years' experience as a full charge bookkeeper.
- Intermediate computer skills including experience working with Excel, Word, and QuickBooks accounting software. Ability to learn the Library's online catalog and other software packages as needed.
- Knowledge of governmental accounting, budgeting, cost control procedures, generally accepted accounting principles (GAAP), and accounting and auditing practices.
- Excellent interpersonal and public relations skills to work effectively with library patrons, the Library Board of Trustees, staff, vendors and others in a team environment.
- Strong organizational skills and ability to work well independently.
- Willingness to work some evening and weekend hours
- Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height.
- Ability to visually review materials and discern voice and audible tones.

**DESIRABLE:**

- Master's degree in Library and Information Science a plus.

**APPLICATION:** Due Monday, August 22, 2022. Apply by email only to: [dhutchins@vbdl.org](mailto:dhutchins@vbdl.org)

Must include: ***a meaningful cover letter, resume, and three professional references.***

Van Buren District Library  
200 N. Phelps Street  
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*For more information about the Library, visit our website: [www.vbdl.org](http://www.vbdl.org)*