

**WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POSITION OPENING – MAIN LIBRARY**

**POSITION:** Finance Manager/Benefits Coordinator –  
Full Time (35 hours per week)

**QUALIFICATIONS:** Degree in finance or accounting (preferred). Minimum of three years professional experience. Experience in a municipal or library environment preferred.

Accounting software proficiency (Solomon preferred).

Proficiency in use of Microsoft Office products, especially Excel and Access.

Ability to work independently and assume responsibility.

Absolute dedication to integrity and confidentiality.

Excellent organizational skills.

Strong oral and written communication skills, including the ability to explain benefits concepts in basic terms.

Ability to establish and maintain effective working relationships with staff, supervisors, Library Board, and vendors.

High standard of work, with goal of “zero errors.”

**KEY  
RESPONSIBILITIES:**

Maintains the Library’s accounting system through the preparation of financial statements and reports at stated intervals and upon request;

Prepares accounts payable activities by preparation of purchase procedures; verification of materials receipt; documentation for payables; check preparation for Board signature; monthly checklist; and updating vendor accounts;

Prepares payroll for submission to outside vendor and supervises payroll activity; prepares and maintains payroll records for all employees; Handles federal and state tax payments and federal and state tax report filings through payroll system;

Maintains personnel records, including completion of necessary paperwork for new hires and terminations;

Handles banking activities, including deposits and bank account statement reconciliation;

Administers all employee benefit plans, including medical, dental, vision, life, disability, defined contribution pension plan; calculates and maintains benefit time accrual balances (sick, personal, holiday, vacation);

Maintains fixed assets/depreciation inventory in coordination with the branch managers and automation coordinator;

Primary responsibility for preparing for annual audit, including year-end procedures and reports prior to audit; production of documentation and other tasks as requested by auditors;

Assists Library Director with budget preparation and amendments;

Maintains Library's accounting software for accounts payable, accounts receivable and general ledger; responsible for scheduling and recommending additions and upgrades to software;

Assists the Library Director with special projects as requested;

Other duties as assigned

See: <http://www.westbloomfieldlibrary.org/aboutus/employment.php> for additional information regarding qualifications, responsibilities, and the application form.

**SALARY RANGE:**

\$55,908 - \$66,757 depending on qualifications

**BENEFITS:**

Medical with prescription, dental, optical, disability and life insurance coverage; defined contribution plan; additional voluntary deferred compensation plan; vacation; holiday; personal and sick leave; paid memberships in professional associations.

**DEADLINE:**

May 1, 2021

**START DATE:**

July 1, 2021

**APPLICATION:**

Cover letter, resume, online application form, and three professional work-related references submitted online at <http://www.westbloomfieldlibrary.org/aboutus/employment.php>