

The New Milford Public Library is looking for a qualified, motivated professional to join our team as a Full time (40hr.) Business Administrator. The Ideal candidate will have three to five years of professional bookkeeping as well as experience in office administration and excellent interpersonal skills. Knowledge of QuickBooks, Excel , and Microsoft Office applications required.

Responsibilities include maintaining income, expense, and payroll reports; preparing reports for financial audits; paying all invoices; coordinating usage statistics; assisting the Library Director in preparing month reports and an annual budget presentation; and running an organized office space. Bachelors' degree in a business field required. Comparable work experience will be considered. Fluency in Spanish and/or Portuguese a plus. Salary range \$50-57K plus and attractive benefits package.

The New Milford Public Library is centrally located on a busy Town green and is currently undergoing a major renovation. The new building is planned to be open to the public with expanded services in January 2022,

Interested and qualified candidate should submit a completed Town of New Milford employment application, resume, cover letter, and three professional references to: Greg Bollaro, Personnel Director, 10 Main Street, New Milford, CT. 06776 [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org) no later than close of business September 20, 2021 EOE/AA

## Town of New Milford

JOB CLASSIFICATION DESCRIPTION
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**Department: Library**  
**Job Title: Business Administrator**  
**Non-Union – exempt 40 Hrs./Wk.**

**Job Summary:**

Maintains a record-keeping system for all library finances using generally accepted accounting principles. Performs general administrative and business duties. Works as a confidential assistant to the Director regarding all Administrative Office matters.

**Supervision Received:** Works under the direction of the Director.

**Example of Essential Duties:**

Bookkeeping Duties

- Maintains a general ledger (includes income, expenses, payroll and investment finances)
- Prepares monthly trial balance
- Monitors budget accounts and town appropriations
- Verifies statements, invoices, and purchase orders, and pays all bills
- Collects, logs, and deposits receipts

Reconciles petty cash account  
Requests funds from Town to pay monthly accounts payable  
Prepares reports and record-keeping for any audits  
Reconciles all bank accounts, mutual fund investments, and cash investment accounts monthly  
Prepares monthly Treasurer's reports for Board of Trustees and its Finance Committee  
Compiles data for budgets  
Assists Director in preparing the Library budget for presentation

#### Administrative Duties

Plans and organizes office work according to established or standard office procedures  
Prepares document packets for Library Board and Committee meetings; posts Board and Committee meeting notices; and files meeting documentation with Town  
Prepares monthly, quarterly, and annual statistical reports of library activity  
Compiles data for state reports  
Assists Director as needed with record keeping for payroll  
Orders Library supplies  
Maintains vendors file  
Responsible for record retention in accordance with State guidelines  
Provides customer service with a goal of excellence  
Performs other duties as required

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of accounting procedures  
Ability to keep a general ledger and related accounting reports  
Knowledge of accounting software (QuickBooks Pro), spreadsheets (Excel), other Microsoft Office applications, and additional applicable software  
Knowledge of office administrative procedures  
Strong interpersonal skills  
Ability to organize tasks and set priorities  
Ability to exercise discretion and independent judgment  
Ability to handle confidential personnel information  
Excellent communication skills  
Ability to sit at a desk or stand and work continually for extended periods of time while performing job functions, including repetitive computer work  
Ability to lift and carry documents, office equipment weighing up to 20 pounds and books on and off site  
\*Fluency in Spanish and/or Portuguese would be a plus

#### **Education, Training and Experience:**

Bachelor's degree in a business field. Comparable work experience will be considered.  
Three to five years of bookkeeping experience  
Experience in office administration