



Coastal Plain Regional Library System

Serving Ben Hill, Berrien, Cook, Irwin, Tift, and Turner Counties

Position Title: Business Manager

Type of Position: Full time, benefit earning

Salary: Range: \$60,000 - \$72,000

Start Date: April 1, 2019

To Apply: Send cover letter, resume, and 3 professional references to:

Email: Sandy Hester shester@cprl.org Subject Line: Business Manager Position

Mail: Sandy Hester 2014 Chestnut Ave, Tifton, GA 31794

Job Summary:

The Coastal Plain Regional Library System is seeking a self-motivated, detail-oriented individual to serve as a vital member of the leadership team for a thriving library system, serving 6 counties in rural South Georgia. This role requires direct interaction with library board members, funding agency representatives, and branch managers. The CPRLS Business Manager serves as a financial advisor to the library director, oversees region-wide finance related activities, and ensures compliance with all local, state, and federal funding requirements. A successful candidate will be well versed in governmental accounting, GAAP, and relevant GASB statements to facilitate the continued excellent financial health of the library system. Public library accounting experience and familiarity with Financial Edge accounting software is preferred.

Typical Duties:

1. Human Resources
 - a. Benefit Administration (SHBP, Flex, TRS, etc.)
 - b. Compliance with all local, state, and federal reporting (E-verify, tax filing, etc.)
2. Budget
 - a. Coordinator with Library System Director and Branch Managers to prepare annual budgets for 7 facilities, plus the CPRLS state budget
 - b. Submit required documentation to GPLS and other funding agencies as requested
3. System Financial Health
 - a. Ensure compliance with all local, state, and federal rules, regulations, and requirements
 - b. Monitor System and branch budgets for potential weaknesses, opportunities, etc.
 - c. Prepare regular complete financial documents for library director and library boards
 - d. Other duties as needed per director's request
4. General Accounting Duties
 - a. Accounts Payable, Accounts Receivable, Payroll
 - b. Grants Management
 - c. Fixed Assets Management
5. E-Rate Program
 - a. Compliance and USAC filings
 - b. Contract negotiations

2014 Chestnut Avenue, Tifton, GA 31794 ♦ 229.386.3400 ♦ 229.386.7007 fax

Member Libraries: Fitzgerald Ben Hill Co. Library ♦ Carrie Dorsey Perry Memorial Library ♦ Cook County Library ♦ Irwin County Library ♦ Tifton-Tift County Public Library ♦ Victoria Evans Memorial Library



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Necessary Knowledge, Skills, and Abilities:

- Understand the purpose and functions of public libraries
- Proven strength for problem solving and strong analytical skills
- Ability to make decisions, to use good judgment, to organize areas of responsibility, and to handle difficult situations tactfully
- Ability to show initiative and to work independently under general goals and guidelines
- Ability to prepare presentations and to speak in public
- Ability to follow and execute oral and written instructions
- Ability to establish and maintain effective working relationships with other library employees
- High level competency in the use of Microsoft Office products (Word, Excel, PowerPoint)
- Flexible, adapting to new situations, systems, and tools with the ability to work under pressure while juggling several tasks simultaneously and manage time efficiently
- Promptness and dependability required
- Ability to maintain complete confidentiality of information

Education and Experience: CPA preferred, minimum 5 year professional accounting experience (library or governmental preferred)

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