



Library Business Manager

\$17 - \$20/hour / DOE / Onsite / Part-Time

The St. Bernard Parish Library is seeking a Business Manager to plan, organize and direct the financial aspects of the library, under the direction of the Library Director.

This role is responsible for:

- Financial and administrative work in directing the business office of the St. Bernard Parish Library.
- Work involves maintaining all library accounting records, preparing financial statements, and directing a variety of personnel, purchasing, budgeting, and general administrative services for the efficient operation of the library.

We're looking for:

- Experienced Bookkeeper / Accounting Support Professional to assist with the financial operations, internal controls, organizational stewardship, and support functions.
- Knowledge of modern accounting principles, practices and procedures.
- Knowledge of the principles, practices and procedure of public administration and office management.
- Proficient in QuickBooks Online.
- Experienced in payroll and benefits coordination, accounts payable, financial reporting, and vendor coordination.
- Prepares financial reports for the State Library of Louisiana, prepares special financial projects as directed by the Director and/or the Library Board of Control

This is a part-time, 20 hours/week position.

To apply:

Email your resume to: Lauren Clement, Library Director at lclement@mysbpl.org

St. Bernard Parish Library is an equal opportunity employer.