

Assistant Business Manager

The Vespasian Warner Public Library District in Clinton, Illinois seeks a motivated and detail-oriented individual to join our staff as an Assistant Business Manager. This is a full-time, 40 hours per week, position with benefits.

The Assistant Business Manager is primarily responsible for maintaining library financial records, preparing payroll and invoices, ordering supplies and working with vendors, making bank deposits, managing library room rentals, and filling in at public desks as needed.

Candidates must enjoy working with numbers, possess strong computer knowledge, be interested in working in a team-centered organization, have excellent communication and customer service skills, and a willingness to grow and learn on the job.

Qualifications

- High school diploma or equivalent
- Demonstrated ability to work well with staff and the public
- Excellent oral and written communication skills
- Organizational and time-management skills
- Attention to detail, with an ability to spot errors
- Ability to calculate accurately and be precise in working with numbers
- Proficiency with Microsoft Office, Outlook, and other general computer software
- Initiative, dependability, good judgment, tact, courtesy, and a good sense of humor
- Ability to lift at least 25 pounds, climb stairs, bend, and reach
- Valid Illinois driver's license and reliable transportation

It is preferred that candidates have:

- Associate's, Bachelor's Degree or equivalent professional experience
- Experience with financial reporting and software
- Experience working with vendors
- Experience working in a local government, library, or nonprofit setting

Position Details:

- 40 hours per week, including some evening and weekend hours
- \$18.00 per hour
- Full medical, dental, and vision benefits
- Paid vacation, sick time, and holidays
- IMRF (Illinois Municipal Retirement Fund)
- Criminal and financial background check required

Application Instructions

Please send a cover letter, resume, and three professional references to Bobbi Perryman at perryman@vwarner.org. Applications must be received by 4PM, December 8, 2023.

Contact Information:

Vespasian Warner Public Library District
Bobbi Perryman, Executive Director
310 N. Quincy St. Clinton, Illinois 61727
Email address: perryman@vwarner.org Phone: 217-935-5174