



Job Description | Business Office Manager

Duties:

Accounting & Finance

- Accounts Receivable, including daily receipts and periodic bank deposits.
- Accounts Payable, including processing and payment of materials and program invoices.
- Maintain and reconcile bank and investment accounts.
- Work with actuaries on yearly retirement reporting and 5500 submission.
- Work with Director and Board Finance Committee to develop annual operating and long-term capital budgets.
- Administer annual budget and track spending.
- Generate monthly financial reports for Board of Trustees and Town of Branford.
- Assist accountant with yearly audit and preparation of financial statements and 990 filing.
- Maintain and track Friends and other funded expenses.
- Collaborate with Development Associate to ensure appropriate tracking and reporting of fundraising events and activities and accounts.
- Record acquisitions and capital spending.
- Attend Finance Committee and Board of Trustee meetings to provide financial reports and updates.
- Collaborate with Facilities Manager to prioritize maintenance and repair projects according to annual budgetary constraints and coordinate building service and maintenance contracts, and attend Building & Grounds Committee meeting to provide reports on building projects.

Human Resources

- Administer and maintain personnel records, including attendance and new-hire reporting, and the Employee Handbook.
- Administer benefit plans including health, dental, cafeteria and 403b.
- Provide new hire and rehires with employment and benefits forms and materials.
- Process and reconcile payroll through ADP.
- Assist Director with any HR concerns and work with department heads on any personnel issues; maintain confidentiality regarding human resource issues.
- Compile and submit pension contributions and information to TIAA-CREF.
- Attend Building & Grounds Committee meetings to provide reports building projects and needs.
- Attend Town of Branford Safety Committee meetings.

- Assist Library Director as needed and assume responsibility in her absence.

Reports to: Library Director.

Education and skills:

A Bachelor's Degree in finance or accounting is required. Minimum of two years' accounting experience, preferably at a library or nonprofit organization. This position demands accuracy and the ability to multi-task. Experience in accounting procedures and related software is needed, including QuickBooks and Microsoft Office. Knowledge of human resources, benefit plans, insurance and budgeting is strongly recommended.

Hours:

Full-time, 40 hours per week, exempt.

October 2025