



## **JOB OPENING AT NYACK LIBRARY**

### *Controller/Business Manager*

The salary for this position is \$62,354-\$88,000, commensurate with experience

Nyack Library is seeking a detail-oriented, collaborative, and highly organized Controller to oversee the Library's financial operations and support strategic planning. This is a key leadership position responsible for managing day-to-day financial functions, ensuring fiscal accountability, and helping guide the Library's long-term financial health. The Controller works closely with the Library Director, Board of Trustees, and Finance Committee to maintain strong financial systems and support the Library's mission of serving the community.

### **Essential Functions:**

- Make weekly bank deposits
- Review and approve items for payment on a monthly basis
- Complete monthly bank reconciliations
- Process bi-weekly payroll
- Prepare monthly financial statements and disbursement reports for the Board
- Attend monthly Board of Trustees meetings and Budget & Finance Committee meetings
- Consult with Board members and leadership as needed
- Create and maintain financial procedures and documentation
- Develop annual operating and capital budgets
- Coordinate and assist with the annual audit
- Support the Library Director and Board Treasurer in long-term financial planning
- Act as a contact for library rental property tenants, addressing facilities, leasing, and payment matters
- Research and identify funding opportunities
- Handle financial and technical matters pertaining to health, dental, vision, disability, etc.
- Develop and issue Requests for Proposals (RFPs) as needed
- Participate in professional development and training opportunities
- Complete additional duties and special projects as assigned

### **Required Qualifications:**

- Bachelor's Degree required in accounting or a related area of concentration. Equivalent related experience considered in place of a Bachelor's Degree
- Experienced with QuickBooks
- Strong proficiency in Microsoft Excel data entry
- Skilled with Microsoft and Google Suite

### **Preferred Qualifications:**

- Excellent organizational and analytical skills
- Ability to work both independently and collaboratively
- Strong attention to detail and ability to manage multiple priorities
- Familiar with payroll processing programs such as Paychex Flex

Nyack Library offers a competitive benefits package, including:

- Health insurance
- Paid vacation time
- Paid sick leave
- Personal time
- Professional development opportunities

To apply, email resumes and applications to [careers@nyacklibrary.org](mailto:careers@nyacklibrary.org)

Posting open until filled.

**Applications can be obtained at the Circulation Desk or at [www.nyacklibrary.org](http://www.nyacklibrary.org)**