AMAGANSETT FREE LIBRARY

PO BOX 2550 215 MAIN STREET
AMAGANSETT, NY 11930
(631) 267-3810 CHARTERED 1916

Part Time Business & Personnel Manager

The Amagansett Free Library is seeking an experienced Business and Personnel Manager to join our team. This position supports the Library's daily operations by overseeing financial management, recordkeeping, and human resources administration, including employee benefits and personnel support. Working closely with and reporting to the Library Director, this role helps ensure the Library's financial and administrative functions run smoothly and efficiently. The position is for 21 hours per week, with paid vacation, sick, and holiday time.

ESSENTIAL FUNCTIONS

Financial Management

- Oversees the Library's day-to-day financial operations, including bookkeeping, accounts payable and receivable, bank reconciliations, and cash management.
- Maintains accurate financial records and ensures transactions are properly documented and recorded.
- Assists the Library Director with annual budget preparation, financial planning, and monitoring of expenditures.
- Coordinates with the Library's accountant and auditors to support annual audits, tax reporting, and other financial requirements.
- Monitors and administers Library investments in accordance with established policies and Board directives.

Human Resources Administration

- Administers employee payroll, benefits, and leave records, ensuring accuracy, confidentiality, and timely processing.
- Maintains organized and confidential personnel records and assists with employee onboarding, documentation, and administrative procedures.
- Serves as a resource for employees regarding benefits, compensation, and employment-related paperwork, including health insurance, retirement, and leave programs.
- Coordinates employee benefits enrollment, changes, and renewals, and communicates relevant program updates to staff.
- Maintains records of required employee and Board training and assists the Library Director with personnel-related administrative matters.

Records, Reporting & Administrative Support

- Prepares regular financial and statistical reports for the Library Director and Board of Trustees.
- Maintains financial, administrative, donation, and inventory records in accordance with Library policies and applicable record retention requirements.

- Supports the Library's financial and administrative procedures, helping to ensure accurate recordkeeping and efficient operations.
- Assists the Library Director in maintaining compliance with applicable financial, payroll, employment, and recordkeeping requirements.
- Works closely with the Library Director on special projects and other duties as assigned.

Qualified candidates should:

- Have a strong knowledge of bookkeeping, accounting principles, and general financial management practices.
- Be proficient with QuickBooks, Microsoft Excel, and other standard office technology.
- Have excellent organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines.
- Display strong written and verbal communication skills, with a professional and approachable manner.
- Be able to exercise independent judgment, solve problems, and handle confidential information with discretion.
- Be able to work collaboratively with staff, outside professionals, and Library leadership.

Requirements:

- Associate's degree in Business Administration, Accounting, or a related field required; bachelor's degree preferred. Comparable professional experience may be considered in place of formal education.
- Minimum of two years of relevant experience in bookkeeping, accounting, business administration, or a related field.
- Experience with payroll, employee benefits, or human resources administration preferred.

Position Details: This is a part-time position of 21 hours per week, with paid vacation, sick, and holiday time. Starting pay ranges from $30–$45 per hour, commensurate with qualifications and experience.

To apply: Submit a resume and cover letter to the Library Director, Arielle Hessler, at director@amagansettlibrary.org by December 4, 2026. Only candidates selected for further consideration will be contacted.

The Amagansett Free Library is an at-will, equal opportunity employer. The Library does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff and the public.