



4000 W. Pratt Ave.
Lincolnwood, IL 60712
(847) 677-5277
Lincolnwoodlibrary.org

Job Title: Head of Business Services

Department: Administration

Supervisor Title: Director

List by Title of Direct Reports: None

Last Updated: March 4, 2026

FLSA Status: Non-exempt

Job Summary: Under the direction of the Library Director, the Head of Business Services is responsible for ensuring that the library's accounts payable and payroll are verified and paid out in a timely manner, serving as liaison to the library's accounting firm. They also execute human resources tasks and responsibilities following all legal guidelines, working together with the department managers and administration.

Essential Job Duties & Responsibilities:

- Responsible for accounts payable entries, check preparation and distribution, and filing of invoices; verifies and submits electronic payments
- Responsible for maintaining vendor information and submitting legal forms as required
- Reconcile credit card and other charges; reconciles the register, copiers and petty cash weekly
- Monitor checking account daily, and verifies and approves Positive Pay
- Work with Director and managers on budget preparation; responsible for accurate estimates of administration and regular building costs
- Prepare budget tracker and reconcile logged expenses
- Assemble requested documentation for auditor, and other organizations as required; act as FOIA officer for financial queries
- Prepare and submit legal notices to newspaper of record; submit legal documents to local, state, and federal agencies as required
- Act as liaison with payroll company, IMRF, and fringe benefit insurance networks
- Create and maintain employee personnel records, ensuring that they are complete, accurate, and properly secured
- Perform on-boarding and off-boarding tasks with employees, making sure employees understand their rights, responsibilities, and benefits throughout their employment
- Verify and execute all aspects of payroll and benefits administration
- Coordinate library's Records Disposal process
- Serve as a collaborative member of the Management Team, and acts as PIC with responsibility for enforcing the library's policies and communicating with the director as needed



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Additional Duties Perform other duties and projects as assigned

Minimum Qualifications:

Education: Bachelors Degree in Business, Public Administration, Human Resources, Accounting, or related fields, or five years of comparable work experience

Experience: Three years or more with governmental or nonprofit business office experience administering payroll or benefits programs

Knowledge, skills & abilities:

- Knowledge of current Human Resource practices and employment law
- Knowledge of generally accepted accounting principles as well as accounting and auditing procedures
- Ability to strictly maintain confidentiality
- Excellent written/oral communication skills in English
- Ability to work with numbers with a high level of accuracy
- Ability to interact with staff, the general public, and vendors with patience, tact, and professionalism
- Competency with standard office, accounting, and payroll software
- Skilled in Microsoft Excel or Google Sheets
- Experience with public libraries strongly preferred

Working Conditions & Physical Requirements:

Normal office environment