



Business Manager

Job Title: Business Manager

Reports To: Executive Director

FLSA Status: W-2, Exempt

Hours: Full-time

Location: Hybrid (Remote + Onsite at MELSA, office and consortium locations)

Salary Range: \$81,442 - \$127,253 Annually

Close Date: 4:00 p.m. on Thursday, October 16, 2025; Send cover letter and resume to sherry@melsa.org

About MELSA:

The Metropolitan Library Service Agency (MELSA) is a regional consortium of eight public library systems serving the Twin Cities metro area. MELSA fosters a workplace culture grounded in equity, integrity, and respect. We work collaboratively to expand access, share resources, and support innovation across libraries in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties. Through cooperative services, equity-driven programs, and professional development, MELSA strengthens communities through learning, connection, and discovery.

Position Summary:

The Business Manager serves as a strategic and operational leader, overseeing MELSA's finance and employee benefit systems. This role ensures fiscal responsibility, governmental compliance, and organizational alignment while advancing MELSA's mission through equitable practices, transparent processes, and collaborative excellence. Ideal candidates are strategic thinkers with a commitment to collaborative teamwork and big-picture thinking, dedicated to ensuring operational excellence and long-term sustainability.

Key Responsibilities:

Financial Management & Accounting

- Maintain MELSA's general ledger; process journal entries, disbursements, and receipts
- Prepare monthly financial statements, forecasts, and custom reports as needed
- Oversee cash flow and manage short-term investment strategies

- Lead the annual budgeting process and monitor financial performance throughout the year
- Manage vendor contracts, insurance needs, and payments to member libraries

Audit & Compliance

- Coordinate the annual financial audit, including preparation of schedules and documentation
- Serve as primary contact for external auditors; address audit findings and implement recommendations
- Ensure compliance with applicable financial regulations, GASB standards, and internal policies

Grants & Program Reporting

- Track expenditures for grant-funded programs and support reporting requirements
- Prepare required documentation for RLBSS and other state/local funding sources
- Assist the Executive Director, Governing and Advisory Boards, member library systems, and staff with financial reporting and decision-making documents

Payroll & Employee Administration

- Process semimonthly payroll and maintain accurate employee records
- Serve as point of contact with Dakota County for benefits administration
- Support the updating and maintenance of personnel policies and compliance documents

Technology & Infrastructure Support

- Coordinate E-rate and RLTA documentation, filings, and compliance
- Track technology assets and develop equipment replacement plans

Administrative & Strategic Support

- Assist in developing and maintaining MELSA's internal policies and procedures
- Contribute to strategic planning processes and financial modeling
- Facilitate assigned MELSA Team and Interest Group meetings and initiatives

Qualifications, Skills, and Abilities:

- Bachelor's degree in Accounting, Finance, or related field and a minimum of 5 -7 years of accounting and business or finance experience required.
- Proficiency in GAAP, GASB, and public sector accounting standards
- Proven ability to successfully manage projects from inception through completion, including grant funding oversight

- Strong financial reporting, budgeting, and audit coordination skills
- Familiarity with payroll systems and employee benefits administration
- Skilled in financial software such as Sage 50 Premium Accounting or similar platforms
- Demonstrated ability in strategic forecasting and financial planning
- Knowledge of E-rate/RLTA programs and grant compliance, Minnesota library structure and funding
- Excellent written and verbal communication skills
- Capable of cross-functional collaboration and vendor coordination
- Manage an autonomous workload, consistently meeting project deadlines with meticulous attention to detail
- Ability to foster a respectful, inclusive, and collaborative workplace

Benefits Package

MELSA offers a comprehensive benefits package designed to support employee well-being, work-life balance, and professional growth. Benefits include:

- Health, dental, and vision insurance
- Pension retirement plan
- Generous paid time off and holidays
- Flexible remote work environment
- Professional development and continuing education
- Life and disability insurance

MELSA is an Equal Opportunity Employer and encourages applicants from diverse backgrounds.