



Job Opportunity: Business and Operations Manager

Flexible, hybrid work environment headquartered in Lansing, MI.

About MCLS:

The [Midwest Collaborative for Library Services \(MCLS\)](#) is a non-profit library consortium that provides quality services, cost-effective products, new approaches, and creative solutions to member libraries of all types in Indiana and Michigan (and beyond). Our talented staff works together to empower libraries to achieve the extraordinary.

About the position:

To further our mission, MCLS seeks a highly organized and detail-oriented Business and Operations Manager to oversee our accounting, business, and operations functions. This position offers a unique opportunity to contribute to the growth and efficiency of our organization, working closely with the Executive Director and our management team.

Primary Responsibilities:

- Supervise an efficient accounting team, ensuring accurate record-keeping, timely invoicing and payments, and preparation of financial reports.
- Oversee human resources functions, including benefits administration, insurance, and payroll programs.
- Manage governmental reporting to ensure accurate and timely filings.
- Oversee MCLS cash flows, banking, and investment programs, making periodic recommendations for changes to the Executive Director.
- Maintain contact with external auditors and manage the annual audit process.
- Manage fiscal agency services for outside organizations such as the Michigan Digital Preservation Network (MDPN), Michigan Open Educational Resources Network, and DPLA Michigan Service Hub.
- Handle contract billing for the Library of Michigan (LM).
- Serve as the main functional expert for the MCLS accounting system, working with IT staff to ensure system accuracy, security, and reliable data access.
- Oversee building operations.

Characteristic Duties:

- Ensure timely maintenance of financial data and preparation of accurate financial statements and reports.
- Oversee the recording, tracking, and reporting of all financial transactions (both general and program-specific).
- Maintain cash flows to provide sufficient operating funds throughout the year.
- Oversee all required filings including tax returns with relevant government agencies.
- Assist the Executive Director with the annual budget process and presentation.
- Coordinate the annual external audit, providing all requested records, reports, and assistance.
- Routinely review General Ledger activity, identifying and correcting any inconsistencies.
- Foster a culture of continual learning and professional development.

Related Duties:

- Provide backup support for payroll processing, benefits administration and HR, creating monthly financial statements, and coordinating building maintenance/repairs.
- Attend MCLS Staff Meetings.
- Attend seminars and workshops related to general professional and personal growth.
- Assist staff with member billing inquiries and problems.
- Fully engage as a member of the MCLS Managers team.
- Perform other duties as assigned.

Qualifications:

- Associate degree in accounting with significant related work experience; Bachelor degree in accounting or business administration preferred.
- Strong working knowledge of General Ledger and financial statement preparation.
- Proven management experience.
- Experience with accounting software.
- Ability to work both independently and collaboratively in a team environment.
- Excellent verbal and written communication skills.
- Residence within a reasonable commuting distance of Lansing, MI.

Compensation:

Minimum salary: \$75,000 per year.

MCLS offers a robust benefits package with medical, dental, optical, matching 403(b) retirement plan, STD and LTD, PTO and holidays, education opportunities, and much more.

To Apply:

Interested candidates should **submit a resume and cover letter to jobs@mcls.org by 5 p.m. Eastern on Friday, Jan. 24, 2025.**

We look forward to hearing from individuals who are eager to join our dynamic team and help us achieve excellence in service to libraries.