



Mary H. Weir Public Library

Job Posting - July 17, 2026

Business Manager for Mary H. Weir Public Library

The Mary H. Weir Public Library in Weirton, WV, is pleased to announce its search for a Business Manager. This position offers a wide range of responsibilities including bookkeeping, accounts payable, procurement, and oversight of premises-related contracts and outside service providers and contractors. The position reports to the library's Executive Director and will require a unique combination of experience and multiple skills. The successful candidate will join a small team of experienced librarians in an established community library and will be accountable to the Board of Directors and will help ensure the library meets its obligations to the City of Weirton and the West Virginia Library Commission.

Sample Duties

- Reviewing and executing employee requests for goods and services, including procurement, invoice management and payment. Independently anticipating ongoing needs and placing orders. Timely review of all invoices and completion of payments
- Keeping the Library's accounts balanced pursuant to accepted standards.
- In conjunction with the Library Board of Directors and Executive and Director, preparing the annual budget and managing spending in compliance with said budget. Creating a monthly expense report
- Maintaining open lines of communication with the Executive Director and Board
- Managing bi-weekly payroll through ADP, including payroll-tax compliance and related filings
- Administering benefits enrollment (PEIA / health) and tracking leave accruals
- Management of multiple vendor relationships to ensure timely services and deliveries, contractual compliance and the resolution of any issues
- Support capital projects by managing Requests for Proposals as directed by the Board of Directors and/or the Executive Director, making milestone payments, ensuring that contractual obligations are fulfilled and overseeing the execution of the work
- Periodic reporting of Library finances; specific reports as requested by the Board of Directors. Maintaining internal financial controls, including monthly reconciliation, and promptly reporting any inconsistencies or questionable transactions
- Tracking and reporting expenditures by funding stream (City, GIA, Levy, United Way), including GIA expenditure reports, to ensure compliance with grant and funding requirements
- Coordinating the annual external audit and preparing financial records and documentation for auditors
- Ensuring compliance with applicable state and federal laws and regulations. Compiling and filing financial reports as required
- Other accounting and administrative duties, as assigned

Knowledge, Skills and Abilities Required

- Knowledge of generally accepted accounting procedures.
- Proficiency in setting and managing budgets. Experience in a non-profit or government setting is a plus
- Ability to take ownership of projects and meet deadlines. Experience in building management is a plus
- Proficient communicator, orally and in writing. Skilled at conveying financial information to stakeholders. Experience in Power Point is desirable

- Ability to work independently but with multiple stake holders
- Ability to work in a collaborative environment with evolving priorities.
- Ability to address problems in a calm and reasoned manner. Creative problem solving is a plus
- Ability to supervise others, multitask and stay organized
- Experience in learning and keeping current with new data tools and software
- Proficiency in accounting software, Microsoft Word, Excel and the like
- Willingness to learn wvOASIS, the state's financial and procurement system

The successful candidate will have specific experience in accounts payable and bookkeeping, preferably in a collaborative environment. Procurement experience is not required but highly preferred. Preference will be given to candidates with an associate's degree or further education. A bachelor's degree in accounting, finance, or business — or an equivalent combination of education and experience — is preferred.

This job opportunity is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. It is a full-time, salaried position.

This position is located at the Mary H. Weir Public Library in Weirton, WV and provides competitive pay and benefits, with a salary range of \$37,500 – \$50,000 commensurate with experience. Remote work is not permitted and limited travel may be required.

Please send a cover letter and resumé to our board of directors at bod1@wvlc.lib.wv.us. You may direct your questions to the same address.

Interviews will begin the week of August 10, 2026 and the posting will remain open until filled.