



Employment Opportunity

Accounting and Payroll Manager

Full Time

Central Services, St. Peters, MO

The St. Charles City-County Library is seeking a detail-oriented and experienced Accounting and Payroll Manager to join our team. In this role, under the direction of the Chief Financial Officer, you will oversee and manage all aspects of accounting and payroll functions for the Library and the St. Charles City-County Library Foundation organizations, ensuring accurate and timely financial reporting and records, financial compliance and employee compensation. In addition, you will supervise accounting duties related to accounts payable, cash receipts, accounts receivables, fixed assets, and Integrated Library System (ILS)/merchant processing. This role will communicate with internal and external customers to resolve issues, answer questions and perform a variety of duties supporting the daily operation of Finance and Support Services. If you are a proactive problem solver with strong leadership skills and a passion for financial accuracy, we invite you to apply.

Requirements:

- Proven supervisory experience and customer service skills.
- Experience with financial and payroll software.
- Extensive knowledge of accounting and payroll functions and procedures.
- Five years of increasing responsibility as to professional accounting and payroll experience.
- Bachelor's degree in Accounting required.

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, FSA and generous time off.

Schedule: Monday through Friday 8:30am-5:00pm

Our library branches serve all residents of St. Charles County by providing a robust collection of materials, many programs and events, and superior customer experiences! Every day we get to live our mission: Empowering Minds. Enriching Communities. Inspiring Lifelong Learning. The future looks bright - join us!

For priority consideration, submit a cover letter, resume and a completed [SCCCL Application](#) by **Friday, September 12, 2025** to jobs@stchlibrary.org. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received. We appreciate your interest in the Library, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

8/29/25-9/12/25

Description Number:	215
Position Title:	Accounting and Payroll Manager
Salary Grade:	O
FLSA Classification:	Exempt
Reports To:	Chief Financial Officer (CFO)
Revision Date:	7/31/25

Position Summary

The Accounting and Payroll Manager is responsible for creating accurate and timely financial records for the organization. Under the direction of the CFO, prepares and examines financial records related to the operations of the Library and Foundation organizations and provides oversight of the accounting and payroll functions. Supervises other accounting duties related to accounts payable, cash receipts, accounts receivable, fixed assets, Integrated Library System (ILS)/merchant processing and payroll. Communicates with internal and external customers to resolve issues and answer questions. Performs a variety of duties to support the daily operation of Finance and Support Services.

Essential Expectations

1. Serve as lead authority for Finance in the absence of the Chief Financial Officer, ensuring continuity of financial operation and decision-making.
2. Adhere to established Finance and Support Services policies and procedures and assure the security and confidentiality of all information and records.
3. Coordinate and assist in establishing and maintain accounting and payroll systems.
4. Prepare forms and manuals for accounting procedures for the Library and Library Foundation.
5. Prepare accounting records, including financial statements and other financial reports, by collection, analyzing and summarizing account information and trends.
6. Identify problems, propose and implement solutions, and make recommendations for appropriate accounting and payroll-related actions.
7. Prepare, review, and submit various accounting and payroll documents, statements, reports and forms for internal and external use.
8. Coordinate month-end and year-end close processes and prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
9. Assist CFO with the administration of the library's deferred compensation and pension plans.
10. Assist CFO in providing requested information to Library and Foundation auditors.
11. Demonstrates professionalism in all verbal, written, and digital communication when interacting with colleagues, supervisors/management, and customers.
12. Practice active listening by giving full attention to others, showing understanding, and responding appropriately.
13. Exhibits professionalism by respecting the decision of supervisors/management and adhering to established policies and procedures.
14. Represents the Library positively and professionally by consistently communicating about the mission, services, and staff in a respectful and supportive manner.

Duties

1. Support budget development for the Library and Foundation.
2. Prepare, review and approve journal entries and create monthly financial statements for the Library and Foundation.
3. Interpret accounting and federal, state, and local regulations and guidelines and revise procedures and reporting to assure compliance.
4. Communicate with staff and outside agencies to provide financial analysis, month and ad hoc financial reports, and recommendations.
5. Oversee the Library purchasing card program.
6. Oversee cash-handling procedures for appropriate internal controls.
7. Balance and prepare branch collected monies for deposit and reconcile merchant card activity.
8. Reconcile assigned bank accounts and review and approve bank transfers and vendor ACHs within scope of authorization.
9. Audit and updated payroll records, perform quarterly reconciliations and associated reporting, and calculated employee vacation payouts upon termination.

10. Supervise payroll processing each pay period, including employee expense reimbursement.
11. Oversee calendar year Form W-2, 1095 and 1099 processing and verification.
12. Oversee garnishments, returned checks, unclaimed property and business licenses.
13. Research, prepare, and submit federal and state statistical reports.
14. Serve as administrative liaison for the e-Rate program, coordinating activities among IT, Finance, and external consultants.
15. Coordinate in a timely manner with external auditors to ensure an accurate and successful annual audit for the Library and Foundation.
16. Provide technical expertise, advice, and direction to departmental and Library staff.
17. Interview and recommend the hiring of new employees, supervise, assign, mentor and direct work activities of designated staff.

Skills

1. Knowledge of accounting and payroll principles, practices and software systems.
2. Knowledge of cash management and payroll operations.
3. Ability to maintain accurate financial and statistical records with keen attention to detail.
4. Ability to analyze situations, exercise sound judgement and work independently.
5. Proficient in adhering to schedules and meeting deadlines.
6. Ability to assure compliance with Library policies, procedures, and governmental regulations.
7. Ability to communicate effectively both orally and in writing.
8. Adept at establishing and maintaining cooperative working relationships with others.
9. Proficient use of Microsoft Office Suite and Google tools.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Sufficient ability to communicate effectively using speech and hearing
2. Sufficient vision to perform detailed work or read documents or spreadsheets.
3. Ability to perform majority of work at a desk.
4. Ability to bend, reach and lift documents for filing in cabinets.

Education and Experience

1. Bachelor's degree in accounting is required.
2. Five (5) years of increasing responsibility as to professional accounting and payroll experience, including supervisory experience.
3. Experience in preparing financial statements, financial analysis, and financial and payroll software.
4. Extensive knowledge of accounting and payroll functions and procedures.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.