

**Gary Public Library**

220 W 5<sup>th</sup> Ave,

Gary, IN 46402

*An Equal Opportunity Employer*

**Accounting Manager Job Description**

**Department:** Finance/Administration

**Location:** Gary, Indiana

**Job Type:** Full-time

**Starting Salary:** \$54,258.75

**Reports to:** Library Director

**About Gary Public Library:**

Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

**Why Join Us:**

At the Gary Public Library, you'll play a vital role in ensuring responsible stewardship of public funds while supporting programs that enrich our community. We offer a collaborative workplace, opportunities for professional growth, and the chance to make a meaningful impact every day.

**Position Summary:**

The Gary Public Library is seeking an experienced and detail-oriented Accounting Manager to lead our financial operations and ensure fiscal integrity across the organization. This role is ideal for a professional who thrives in a collaborative environment, values public service,

and has a strong command of accounting principles, compliance, and financial reporting in the public or nonprofit sector.

**Key Responsibilities:**

- Oversee all financial operations of the Library, including accounts payable/receivable, payroll, budgeting, and financial reporting.
- Develop and maintain effective internal accounting controls to safeguard assets and ensure compliance with state, federal, and local regulations.
- Prepare and submit required reports, including Annual Financial Reports, 1099s, investment and PLAC reports, and Indiana Gateway submissions.
- Collaborate with the Director to develop, monitor, and manage the annual operating budget.
- Reconcile bank statements, manage the general ledger, and ensure accurate and timely financial statements.
- Oversee procurement processes, purchase orders, and vendor contracts in compliance with Indiana public purchasing laws.
- Administer employee payroll, benefits, and retirement plans.
- Maintain fixed asset inventory and assist with audits and external reporting.
- Supervise accounting staff and provide leadership, training, and performance management.
- Attend Board and Executive Cabinet meetings and provide monthly financial reports.

**Qualifications:**

- Bachelor's degree in accounting, finance, or related field (required)
- Must meet bonding requirements and hold a valid driver's license
- Proven experience in public sector, nonprofit, or governmental accounting

- 3 – 5 years of progressively responsible accounting principles, practices, and regulations experienced
- Proficiency in accounting software, spreadsheets, and reporting tools
- Excellent analytical, organizational, and communication skills
- High attention to detail and accuracy
- Ability to lead and motivate a team

**Work Environment:**

- Office environment within a public library setting.
- May require occasional evening or weekend hours during peak periods such as month-end or year-end closing or for board meetings.
- Light physical activity may be required (lifting/moving up to 25 lbs).

**How to Apply:**

Interested candidates should submit a resume, cover letter, and three professional references to: [hrgpl@garypubliclibrary.org](mailto:hrgpl@garypubliclibrary.org)

Applications will be accepted until the position is filled.

*Selected candidates will be required to successfully complete a pre-employment drug test and background check as a condition of employment.*

*This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.*