



Finance Director

Department: **Administration**
Revised Date: **February 2017**

Class Code: **863**
FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, plans, coordinates, and manages the operations and activities of the Library's Business Office; oversees the financial activities of the Library; analyzes complex operational and financial data; coordinates the annual budget process; supervises the preparation of financial reports; supervises assigned personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares financial statements, business activity reports, and forecasts; develops strategies and plans for the library's long-term financial goals; assists management in making financial decisions.
- Serves as a member of the Library's Administrative Management Team; participates in Library planning processes and assists in addressing organizational issues from a financial perspective.
- Oversees and coordinates the Business Office's day-to-day operations including budgeting, accounting, payroll, purchasing, risk management, financial reporting, and internal audit.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Participates in the development, implementation, administration, and review of organizational plans, policies, and procedures; establishes goals, objectives, and priorities for area(s) of responsibility.
- Ensures organizational compliance with general accounting standards; develops and implements internal controls; monitors the Library's purchasing, expenditures and cash receipts processes.
- Directs the Library's annual budgeting process; projects costs, revenues, and ending fund balances; drafts the annual budget, prepares supporting documentation and presentations; monitors the library's financial position in relation to the budget.
- Performs specialized and technical financial analysis, cost/benefit analysis, feasibility and other analysis in support of Library objectives and strategies.
- Performs month-end and year-end accounting routines; reconciles expenditures, balance sheet accounts, cash receipts, interfund charges, investments, asset inventories, and contractual services.
- Prepares, analyzes and maintains, both routine and ad hoc financial reports; compiles and presents financial results to the Library Board
- Provides oversight to the Library's facilities maintenance operations.
- Manages and coordinates the Library's risk management function; acquires and maintains appropriate insurance coverage; determines types of insurance coverage, insurable limits, and necessary deductibles; supervises the processing of claims.
- Performs other duties as assigned or required.

JOB DESCRIPTION
Finance Director

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business Administration, Accounting, or related field, and five years of experience supervising accounting functions; OR an equivalent combination of education and experience.

Preferred Knowledge of:

- Principles and practices of financial administration.
- Statistical analysis theory and methods.
- Regulations and standards governing accounting/financial activities.
- Processes for developing and administering budgets.
- Facilities maintenance operations.
- Supervisory principles, practices, and methods.
- Public sector accounting regulations and practices.

Preferred Skill in:

- Overseeing and coordinating accounting and financial functions.
- Developing, administering, and reviewing organizational and departmental plans, policies, and procedures.
- Administering budgets and coordinating annual budget process.
- Preparing, analyzing, submitting, and maintaining various types of financial records and reports.
- Compiling and analyzing complex research including budgetary and operational data.
- Preparing complex narrative and statistical reports, policies and procedures and other written material.
- Presenting and explaining financial information and policy to a wide range of audiences.
- Establishing and maintaining effective working relationships with staff, departments, outside agencies, vendors, and contractors,
- Supervising, leading, and delegating tasks and authority.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and is subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.