

Finance Officer

Job Description: This position is responsible for the financial operations of the library system. This employee provides leadership and guidance to financial services staff, manages the accounting and payroll systems, oversees insurance and risk management, assures compliance with legal and regulatory requirements, and performs related work as apparent or assigned. Work is accomplished in accordance with Fontana Regional Library (FRL) policies, guidelines, and procedures. Work is performed under the general direction of the Regional Director and the Board of Trustees.

Job Duties

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are not intended to reflect all duties performed within the job. Any one position may not include all listed duties.

1. Keeps accounts in accordance with generally accepted governmental accounting principles and rules and regulations of the Local Government Commission.
2. Disburses all funds in accordance with budget ordinance and preaudits obligations and disbursements as required by the North Carolina Local Government Budget and Fiscal Control Act (N.C.G.S. 159).
3. Reviews and approves bills, invoices, credit card transactions, or other claims.
4. Prepares financial statements for the Board of Trustees, monthly or more often upon request.
5. Responsible for all receipts and deposits of money.
6. Maintains all records concerning debt and other financial obligations of the system.
7. Supervises the investment of idle funds.
8. Co-signs all checks and drafts.
9. Develops and implements financial policy and procedures, and appropriate internal controls to safeguard library assets and produce reliable financial information.
10. Creates and maintains fixed assets database.
11. Maintains library insurance policies; reviews periodically for currency and cost.
12. Maintains employee benefits programs; reviews periodically for currency and cost.
13. Tracks expenditures for federal, state, local, and private grants, prepares requests for reimbursement, and ensures grant funds are received.
14. Recruits, develops, supervises, evaluates, trains, disciplines, and terminates financial services staff.
15. Develops and manages the regional library budget in coordination with the Regional Director and the Librarians, and presents budget to the Library Board.
16. Attends Library Board meetings, reports on financial operations, recommends policies and mid-year budget amendments, and serves as fiscal officer to Board.
17. Responsible for annual audit, annual budget document, and comprehensive financial report.
18. Responsible for filing required federal and state tax forms and other governmental reports as needed.
19. Responsible for preparation and verification of monthly payroll, maintenance of payroll records, and annual filing of W-2 and 1099 forms, and others as may be required by law.
20. Responsible for filing benefits, withholding taxes, FICA, retirement contributions and other payroll related forms and distributions.
21. Responsible for financial aspects of Universal Service Program (e-rate) filings.
22. Responsible for filing required annual statistical report with State Library.
23. Ensures compliance with federal, state, and local laws, regulations, and codes, as well as all FRL

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- system policies and procedures.
24. Maintains confidentiality and privacy of protected information.
 25. Apprises the Regional Director of staffing or financial services issues that may affect the operations of the library.
 26. Collaborates with other departments and the Marketing and Fund Development Coordinator to identify funding sources and to develop and manage grants.
 27. As a member of the senior management team, participates in strategic planning and developing policies and procedures for the library system.
 28. As a member of the regional supervisory team, participates in information sharing, leadership training and development, and tactical planning.
 29. Leads the regional finance committee in financial planning for the library system.
 30. As a member of the marketing and advocacy committee, participates in the development and implementation of the marketing plan for the region.
 31. Supports organizational goals and objectives by participating in library system, community, and statewide collaborations.
 32. Maintains current knowledge of trends and innovations in management, finance, and the library field.
 33. May be required to perform work assignments concurrently.
 34. Responsible for maintaining a safe and secure working environment.
 35. Evening and weekend work required.
 36. Some travel required.

Qualifications

The qualifications listed below are representative of the competencies and training required to perform this job successfully

Knowledge, Skill, and Abilities:

1. Thorough knowledge of federal, state, and county fiscal regulations, policies, and procedures.
2. Thorough knowledge of established auditing and accounting principles and practices.
3. Knowledge of governmental budget development and administration.
4. Knowledge of effective employee supervisory techniques and practices.
5. Knowledge of marketing techniques.
6. Knowledge of federal, state, and local labor laws.
7. Knowledge of leadership, motivation, team-building, and conflict resolution practices.
8. Knowledge of human resources functions and procedures.
9. Knowledge of public library principles and practices.
10. Expertise in planning and organizing work, and handling interruptions.
11. Ability to accurately count money.
12. Ability to give attention to detail.
13. Proficiency in effectively communicating orally and in writing.
14. Ability to effectively work with diverse populations.
15. Possess excellent interpersonal skills including tact, courtesy, and discretion.
16. Ability to take direction.
17. Ability to consistently use good judgment.

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18. Ability to work as a member of a team.
19. Expertise in working independently and exercising initiative.
20. Ability to work well under pressure.
21. Proficiency in using a variety of library equipment and technology.
22. Proficiency in effectively using various computer applications.
23. Possess a current driver's license valid in the State of North Carolina.

Education and Experience:

1. Bachelor's Degree in Accounting, Finance, or related field required.
2. Master's Degree in Business Administration, Public Administration, or Library Science preferred.
3. Five years of governmental or public service financial management experience required.
4. Three years of customer service experience required.
5. Three years of supervisory experience required.
6. Two years of public library experience preferred.
7. Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Certified Public Finance Officer (CPFO) desirable.
8. Must be bondable.

Physical and Environmental Conditions

These conditions are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

1. Work requires physical effort in the handling of materials, boxes, tools, book trucks, or equipment up to thirty pounds in non-strenuous work positions.
2. Work requires normal range of human positions and movement including standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, stretching, lifting, pulling, pushing, and sitting.
3. Work requires good hand dexterity and coordination for computer and other related duties.
4. Work requires clarity of speech, hearing, and vision to enable the employee to communicate effectively with coworkers and the public.
5. Work environment involves everyday risks or discomforts that require normal safety precautions.
6. Must occasionally deal with unruly or potentially dangerous individuals in library facilities.