

EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is looking for an experienced and detail-oriented Finance Coordinator committed to high quality library service to join our team. The Library serves a community of 44,000 people and has a \$8.3 million annual operating budget. There is strong community support for the Library and the collections, services, and programs it offers. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment.

POSITION TITLE: Finance Coordinator

DEPARTMENT: Administration, reporting to Library Director

HOURS:

Full-time-37.5 hours. Must be flexible to address workload and attend occasional evening meetings of the Library Board of Trustees.

WAGES & BENEFITS

Salary range \$59,129.77 - \$85,185.21. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health insurance, dental/optical insurance, term life and disability insurance provided, as well as an employee assistance program (EAP). Optional retirement plan. Eligible for deferred compensation and other voluntary benefits. Opportunity to participate in professional development.

RESPONSIBILITIES:

- Provides positive, professional service to the public and administrative support to the Library Director and Library Board of Trustees.
- Coordinate all financial management activities for the Library in compliance with current regulations, policies, and generally accepted accounting principles.
- Accounts for all library receivables, payables, investments, operating budget, and gift fund.
- Reports revenues and expenditures, assets and liabilities to the Library Director and Trustees.
- Develops the annual Library budget with the Library Director and Trustees.
- Prepares payroll and maintains employee benefit sheets and information and assists staff with benefit questions.
- Prepares and records statistics and other reports as requested.
- Maintains fixed assets inventory.
- Maintains a Capital Improvements Plan.
- Collaborate with the Library's leadership team on process improvements, internal controls, and financial procedures for the Library.

DUTIES MAY INCLUDE:

- Reconcile cash register reports with deposits prepared daily.
- Oversee accounts payable/receivable Sage 50 database.
- Review and print checks for invoices.
- Research unpaid or overpaid invoices.
- Reconcile bank statements for funds.
- Input daily revenue amounts by specific revenue line items.
- Maintain general ledger.
- Update vendor files (add vendors, change addresses).
- Carry out the board's investment policy, as delegated by the library director, by contacting area banks for current investment rates and best terms and act as liaison with investment firms.
- Record employee benefit time records.
- Verify time sheets to prepare payroll, calling supervisors for information as needed.
- Deliver payroll to township accounting department for processing.
- Take check to post office to maintain postal bulk mail and return mail accounts.

- Generate monthly payables report and explain significant items for library director's report to board of trustees.
- Prepare monthly financial reports for Board meeting.
- Prepare monthly reports of utility use.
- Assist Library Director in preparation of annual budget and budget documents.
- Functions as alternating "Person in Charge" of building.
- Act as liaison with township accounting staff.
- Act as liaison with auditors.
- Take deposits to area banks.
- Submit building insurance claims.
- Update fixed asset inventory.
- Issue reimbursements from petty cash fund and keep petty cash balance up to date.
- Run and distribute mail as needed.

REQUIREMENTS:

MINIMUM:

- Bachelor's degree in accounting and one to three years' experience as a full charge bookkeeper.
- Knowledge of and experience working with Excel, Word, Outlook and Sage accounting software.
- Knowledge of governmental accounting, budgeting, cost control procedures, generally accepted accounting principles (GAAP), and accounting and auditing practices.
- Excellent interpersonal and public relations skills to work effectively with Trustees, library staff, vendors and others in a team environment.
- Strong organizational skills and ability to work well independently.
- Ability to lift, push, and/or pull at least 20 pounds with or without reasonable accommodation; ability to visually review materials and discern vocal and audible tones, with or without reasonable accommodation.

DESIRABLE:

- Experience using inventory software.

APPLICATION: Due Monday, January 13, 2025

Must include:

- resume
- cover letter
- completed [online library application form](#)

Careers
Bloomfield Township Public Library
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Email: careers@btpl.org
Fax: (248) 258-2555

*Bloomfield Township Public Library champions the power of words
to spark discovery and imagination.*

For more information about the Library, visit our website: www.btpl.org

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.