JOB DESCRIPTION

**Title:**  Finance Manager

**Reports to:** Library Director

**Status:** Full-time Exempt

**Nature of Work**

The Finance Manager, a contributing member of the administrative leadership team at Jackson District Library, serves as a key advisor to the Library Director on all fiscal matters and manages the team responsible for executing the day-to-day financial and accounting operations for the district. They will also work with managers and colleagues across the district through managing budget planning, accounting processes and procedures, and the overall financial position of the library.

**Examples of Work**

* Oversees and manages finances for the library including budgeting, implementation and use of accounting software, use of Generally Accepted Accounting Principles, purchasing, accounts receivable and payable, general ledger management, bank reconciliation, credit card accounts, payroll, purchasing, cash receipts, investment accounts, and any debt and tax payments.
* Projects the library’s financial position and develops short-term and long-term financial plans and forecasts.
* Prepares and interprets monthly financial reports, monitors revenues, expenditures, and fund balances.
* Attends bi-monthly Finance Committee and Board of Directors meetings, presenting financial statements and budget variances.
* Manages year-end closing, overseeing adjusting journal entries.
* Oversees completion of payroll and payroll tax items, including payroll tax forms, tax payments, and W-2’s.
* Responsible for reviewing the preparation and filing of annual 1096 and 1099 forms.
* Oversees completion of annual audits, providing requested documentation to external auditor.
* Assists with the development of the annual budget and executes budget adjustments.
* Learns, understands and applies federal, state and local statutes and financial requirements, ordinances, rules, regulations, and procedures.
* Directs staff, consultants, and contractors to meet project goals, deadlines, budgets, and specifications including the ability to facilitate meetings and lead project teams.
* Collaborates with Leadership Team on short- and long-term strategic planning.
* Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Education Requirements**

* Bachelor’s degree in accounting, finance, public administration, or related field
* 4-6 years of work experience in progressively more responsible roles in accounting, preferably for a nonprofit/governmental organization; at least 3 years in a management role.

**Physical Requirements**

* Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 15 pounds or more, and manually manipulate computer keyboard, mouse and scanner etc.

**Additional Requirements**

* Ability to travel to branches and other remote sites, travel to workshops and seminars,
* read and write, type and operate advanced computer software, perform mathematical functions, communicate effectively, work a determined schedule, take and follow direction, work well with co-workers, patrons and management, organize work successfully, maintain confidentiality, give attention to detail, maintain a positive customer service attitude, (internal and external), meet deadlines, work independently without supervision, and perform multiple tasks simultaneously.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.