

Job Description

Job Title: Finance Manager

Department: District Office

Supervisor: Director of Library Services

Salary: \$26.00 - \$34.95

Summary

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Invoice Payment: Compiles and sorts invoices received, substantiating business transactions and reviewing for accuracy. Prepares vouchers to authorize payment.

Income: Checks individual branch deposits for accuracy and deposits in account. Tracks grant or other income and notifies Treasurer's Office of any expected electronic payments. Prepares E-Rate forms as required for expense reimbursement.

Payroll: Reviews electronic timesheets against the schedule, checking with employees and/or managers to make any necessary corrections. Prepares payroll authorization form. Tracks paid time off and worked time. Assists employees and/or requesting agencies in obtaining needed information. Reviews year-end W-2 forms for accuracy and distributes to employees.

Benefits Open Enrollment: Attends meetings to acquire information to distribute to employees. Prepares benefit forms and deduction details. Reviews employee paychecks for accuracy.

Monthly Reports: Enters all information from invoices, payroll and deposits into QuickBooks and balances against the County Treasurer reports. Enters information into individual branch budget spreadsheets and balances against YTD totals. Creates monthly reports for the POCLD Board.

Board Meetings: Prepares monthly reports and presents to Board of Trustees at their monthly meeting. Provides any additional information requested. Takes meeting minutes.

Annual Budget: Works with Library Director to create the annual budget.

Fixed Asset Inventory: Conducts an annual inventory of fixed assets at the four library branches and the district office, and resolves any discrepancies.

State Auditor's Office: Prepares and submits an annual report to the SAO in a timely manner. Acts as primary liaison for the SAO audit performed every three years.

Patron Accounts: Analyzes library patron accounts and sends out periodic letters to accounts with balances owing, following established District procedures. Sends delinquent accounts to a collection agency. Determines accounts with bad debt and writes off balances per District policy.

Facilities: Coordinates with building owners and library staff to ensure maintenance of library facilities. Tracks supply inventory and orders items as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree or equivalent from two-year college or technical school in accounting or related field; or related experience and/or training; or equivalent combination of education and experience. Experience in government accounting is preferred.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of QuickBooks. MS Word and Excel software.

Certificates, Licenses, Registrations

None required.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.