

MERIDIAN LIBRARY DISTRICT

Accounting and Finance Manager



Position Summary

The Accounting and Finance Manager is the business specialist who manages critical financial functions of the Meridian Library District. They produce financial reports, manage investment activities, as well as create and coordinate strategies and plans for the long-term financial goals of an organization. This position advises the Library Director and Library Board on all financial matters. Highlighted duties include budgeting, creating annual and amended budgets, accounts receivable, accounts payable, bill reconciliation, tax preparation and filing, balance sheets, income statements, capital financing/bonding, tracking grants for library and foundation, forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance while staying abreast of governmental and economic climates, with a high degree of independent judgment.

Duties and Responsibilities

Essential

Finance

As the financial officer of the District, the Accounting and Finance Manager is responsible for the financial health of the organization. They advise the Library Director and the Board on making financial decisions. The Position makes recommendations, strategizes ways to resolve financial issues, manages the library's financial position. The Accounting and Finance Manager develops financial policies and procedures while streamlining and creating efficiencies and automation of the financial information flow. The position works directly with the Library Director, Library Board, Branch Managers, and department/committees to ensure the wellness of the Library District.

Adopted by the Meridian Library Board of Trustees October 1, 2015

Revised and Board Approved June 16, 2022

Accounting

The Accounting and Finance Manager provides on-going government accounting for the day-to-day business operations of the Library using industry-accepted government accounting principles. Works extensively in QuickBooks Online, bill.com, Divvy and Paylocity or other financial software and applications, reviewing and/or posting receipts and disbursements, inputting organizational and project budgets, and performing other accounting duties. Monitor balances, transfer funds as needed, reconcile monthly bank statements, maintain budgets and accounting records for all funds. REviews payroll as part of the internal control process. Prepares and posts payroll journal entries to the general ledger. Transfers bank funds for payroll processing. Ensures accuracy of payroll tax returns and is responsible for all relevant tax filing, in compliance with State and Federal laws. Coordinates with HR for payroll tax compliance. Assists in the oversight and management of data records and reports for all event-related and fundraising activities including revenue and expense budgets, gift records, and acknowledgement processes. Reviews, audits, reconciles, and maintains vendor bills, as well as finalizes invoices. Maintains knowledge of any special billing requirements of library vendors, and ensures orderly and timely payment of invoices. Manages all financial activity, including receipts and disbursements, in accordance with federal and state regulations; complies with state and federal reporting requirements. Applies government accounting principles.

Board Management

Prepares regular financial reports including budget to actual income and expense, cash disbursement and cash summary reports. Prepares regular and special financial reports as needed by the administrative team and Library Board of Trustees. Works extensively with auditors to collect relevant financial documents needed to ensure completion of the annual audit. Calculates variances from the budget and reports significant issues to management.

Customer Service

Provides high quality internal customer service to other staff and vendors, and is responsive to requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

Performs other duties as assigned.

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Minimum Qualifications

Knowledge, Skills, and Abilities: This position requires good knowledge of accounting and generally accepted accounting principles. Is detail-oriented and accurate, using good judgment and discretion in managing the library's funds. Proficient with standard Microsoft applications (specifically Microsoft Excel and other Office applications). Ability to learn and adapt to new software and equipment technologies. Proficiency with accounting software such as Peachtree and QuickBooks, or similar software. This position requires accurately maintaining library filing systems.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, co-workers, managers, and employees. Builds and maintains positive working relationships with individuals at all levels of the organizations and fosters positive partnerships with outside organizations. Demonstrated commitment to diversity, equity, and inclusion.

Experience: 5 years of relevant finance or accounting experience, preferably in a nonprofit or governmental setting.

Education: Bachelor's degree in accounting, business administration, or equivalent training, education, and experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: No

Preferred Qualifications: Certified Public Accountant (CPA)

Working Conditions

Physical Requirements: The job requires the employee to constantly sit, see, and hear; seldom stand, kneel, walk, squat, and crouch; occasionally stoop/bend, and twist/turn; perform manual dexterity movements; and frequently listen. This job requires occasionally lifting 10-25 lbs. and carrying 10 lbs; reach at, above, and below shoulder height; grasping objects weighing 10-25 lbs and pushing/pulling objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical sorting, and perform math.

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Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used applications, email, payroll and timekeeping software, and the internet. The job requires the employee to operate and troubleshoot general office equipment.

Work Environment: The job requires repetition, working alone, working remotely, working around others, working with vendors, having verbal and face-to-face contact with others, and be subject to inside and occasionally outside environments.

Expected Hours of Work: The job requires employee to work a flexible daytime schedule throughout the week.

Expected travel: Occasional travel to and from related events or meetings.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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