

WAUKEGAN PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Finance Manager
REPORTS TO: Executive Director

DEPARTMENT: Administration
CLASSIFICATION: Exempt

Job Summary:

Under the supervision of the Executive Director, the Finance Manager provides professional leadership for coordinating and managing all accounting and financial services for the library, including preparation and management of the annual budget, monitoring investments, grants, Library Foundation, and other funding sources, and completing the annual audit. The Finance Manager ensures practices follow all legal and ethical guidelines and is a key member of the Leadership Team.

Minimum Qualifications:

Education and Experience:

- Bachelor's Degree in Accounting, Business, or Finance. CPA license is desirable.
- Three to five years of work experience in bookkeeping, accounting, or finance fields, or related equivalent experience.
- Excellent judgment regarding financial matters, and the ability to apply mathematical concepts to practical situations and perform mathematical functions with a high degree of accuracy.
- Experience using standard office equipment, software and tools, with demonstrated ability in QuickBooks, Microsoft Excel, online banking platforms, and accounting software.
- Effective communication in English, both written and oral.
- Experience in governmental or non-profit accounting preferred.
- Two years of supervisory experience preferred.

Knowledge, Skills, & Abilities:

- Ability to learn job functions, perform them correctly, and understand their necessity in overall operations.
- Ability to foster an inclusive workplace where diversity is valued, and a team commitment and collaborative environment are maintained.
- Ability to work with minimal supervision, establish and maintain priorities, meet deadlines, take initiative, and make independent decisions using sound judgment and discretion.
- Ability to provide excellent customer service and effectively communicate with staff and public and empathize and relate to the needs of others.
- Ability to identify and resolve issues in a calm, timely, and effective manner, developing solutions and making recommendations as needed.
- Considerable knowledge of, and the ability to develop, best practices for financial activities and budgets, and instruct and guide staff in those policies and procedures.
- Knowledge of generally accepted accounting principles, governmental accounting standards, and accounting and auditing procedures. Ability to manage all activities within legal and ethical standards, including confidentiality of records and information.
- Ability to read, analyze, and interpret common financial reports, legal documents, and technical journals.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to hire, train, schedule, evaluate, and support staff in their daily duties, and mentor individuals as

they work to achieve their long-term professional goals.

- Knowledge of, and experience using a variety of devices, software, products, and apps used in libraries and information services, current technologies used in an office setting, and a willingness to learn new skills.

Essential Job Functions:

Financials and Internal Audit:

- Manages all details of the library's financial life, including accounts receivable, accounts payable, bank reconciliation, credit card accounts, investment accounts, grant funding, and associated tasks of keeping the general ledger.
- Collect, interpret, and report financial data, identify trends, and prepare narrative reports for management and Board review as needed.
- Guides financial decisions by establishing, monitoring, and enforcing policies, plans, and procedures.
- Protects assets by establishing and monitoring internal controls and conducting operational audits.
- Prepares and provides information to external auditors and performs other tasks as requested as part of the annual audit.
- Maintains financial records and files as required by Local Records Management Act and GASB standards.
- Supports the Library Foundation through management of banking records, required reporting, donation transfers, and annual audit.

Banking and Investment:

- Maintains and reconciles all banking and investment transactions, including deferred compensation account.
- Prepares daily bank and safe deposit.
- Performs analysis of short and mid-range cash flow and financial activities.
- Approve and transfer funds between investments and operations.
- Monitors investments and interest rates and recommends changes to maximize return and growth.
- Prepares paperwork for the Foundation and performs bank transfers as approved by their Board of Directors.

Budget:

- With the Executive Director leads the budget preparation process for approval by the Library Board of Trustees, responsible for collecting, analyzing, consolidating financial data to make budgetary recommendations.
- Prepares budget reports, forecasts, analysis, and other requested information for the Executive Director, Library Board of Trustees, Leadership Team, and the City's finance department to support budget requests and long-range planning.
- Monitors budget compliance and spending, and performs monthly, fiscal, and calendar year-end closes.
- Works with Executive Director to oversee purchasing process of all major expenditures and assists in the monitoring of contract renewals.
- Works collaboratively with department managers to provide summaries, histories, and projections to assist in budget requests and long-term planning.

Reporting:

- Complies with local, state, and federal government reporting requirements and tax filings.
- Maintains records for all contracts, grants, and vendors. Works with the Executive Director and specific managers on contract negotiations and ensures favorable outcomes.
- Generates accurate financial reports for the Library Board of Trustees, such as monthly profit and loss, check detail, and budget to actual reports.

- Generates accurate financial reports for the City, Foundation, and grant partners as requested.
- Prepares quarterly and annual payroll tax reporting.
- Prepares and sends annual 1099 reports.
- Reports any significant issues to the Executive Director

Administration:

- Supervises Purchasing Coordinator and oversees contractual outsource services and renewals, which includes insurance, order fulfillment, and purchase orders.
- Assist in preparation of state library reports and filings, including the Illinois Public Library Annual Report, Per Capita Grant.
- Assists Executive Director with annual renewals of liability insurance, worker’s compensation, and unemployment insurance needs and recommends changes as needed.

Additional Duties:

- Prepares for and participates in meetings of the Library Board of Trustees and Library Foundation.
- Serves as backup to Administrative Services Manager for payroll or other finance-related personnel needs, such as updates or changes related to the collective bargaining agreement.
- Assists the Executive Director in ensuring compliance with the staff Collective Bargaining Agreement, especially as it relates to financial matters.
- Assists in the development of building and grant projects as needed.
- Understands, supports, and advances the vision, mission, and strategic priorities of the library.
- Provides uniformly gracious service to all internal and external customers.
- Takes an active role in maintaining the well-being of the library, including appropriately following policies and staff emergency training to navigate demanding situations using independent judgment.
- Serves as a member of the Leadership Team and recommends needed improvements, and innovations in services, policies, and procedures.
- Collaborates with all library departments and serves on library committees to enhance library services and implement library-wide projects.
- Attends appropriate meetings, workshops, and conferences to stay informed of best practices and to meet the 12-hour continuing education requirement for all staff.
- Participates in library-wide strategic planning.
- May participate in community events and other outreach opportunities as needed.
- Other duties as assigned.

Working Conditions/Job Requirements:

- Working in an office setting in a position that is generally sedentary.
- May include extensive use of computers, phones, and other office equipment.
- Able to move, lift, push, carry, and put away items up to 25 lbs.
- Able to work evenings and weekends as required.
- Access to transportation for offsite responsibilities.