Job Title: Finance Manager

Company: Waukegan Public Library

Location: Waukegan, Illinois

Job Type: Full-time

Salary Range: $72,000 - $80,000 DOQ

The Waukegan Public Library is seeking a dedicated and experienced Finance Manager to join our team. In this position you will play a crucial role in supporting the library's mission by overseeing all aspects of finance operations. If you are an organized, service focused person with a passion for creating a positive and collaborative work environment, we encourage you to apply.

**Responsibilities:**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. These activities include accounts payable/receivable, preparing and managing the annual budget, monitoring investments, grants, Library Foundation, and other funding sources, financial reporting and records retention, ensuring practices follow all legal and ethical guidelines, and completing the annual audit. The Finance Manager attends all library board meetings, supervises the library’s Purchasing Coordinator, and is a key member of the Leadership Team.

**Requirements:**

* 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
* Strong knowledge of finance and accounting laws, regulations, and best practices
* Excellent interpersonal and communication skills
* Ability to work collaboratively as part of a team and independently.
* Detail-oriented with strong organizational and time management skills
* Proficient in finance information systems and other relevant software applications, including QuickBooks, Excel, and online banking platforms.

The Waukegan Public Library offers a competitive salary with a comprehensive benefits package, including 95% employer paid health insurance, retirement plans, life insurance, annual paid time off (4 weeks’ vacation, 3 personal days, 12 sick days), 8 paid holidays, and professional development opportunities.

If interested in this position, please read the full job description. To apply, please submit your resume, cover letter, and any relevant certifications or degrees to  [hr@waukeganpl.info](mailto:hr@waukeganpl.info) Applications will be accepted until position is filled.

The Waukegan Public Library is an equal opportunity employer. We value diversity and encourage applicants from all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.