

## **BROWN COUNTY LIBRARY JOB DESCRIPTION**

**Position Title:** Finance Manager  
**Location:** Central Library – Administration  
**Reports To:** Executive Director  
**Grade:** 7

### **JOB SUMMARY**

The Finance Manager supervises system-wide administration of the Brown County Library's annual budget, including general ledger maintenance, purchasing, cash management, accounts payable and receivable, financial and statistical data, as well as grant writing and fundraising, under the direction of the Executive Director.

### **DUTIES AND RESPONSIBILITIES**

1. Administers and reconciles all budget, accounting and cash management activities
  - a. Prepares, enters and monitors annual budget and general ledger, including approval of budget requests and expenditures; makes monthly and end-of-year journal entries.
  - b. Administers all financial functions related to the library system, including management of cash payment options such as self-check machines, cash drawers, e-commerce, and other forms of payment.
  - c. Creates and writes all money-handling policies and procedures for nine library facilities and the bookmobile.
  - d. Oversees, recommends improvements for, and monitors cash management for the Library; balances and reconciles deposits and payments; reconciles receipts and expenditures with general ledger.
  - e. Oversees accounts payable and purchasing functions.
  - f. Prepares financial status reports for various State and Federal agency grant programs.
  - g. Conducts and maintains inventory of fixed assets.
  - h. Calculates estimated project, operating, or capital improvement costs.
  - i. Instructs employees in budget procedures, policy and requests.
  - j. Prepares annual report for the State.
  - k. Acts as liaison between the Library and external and internal auditors; assists with audits, providing records, information and files.
2. Leads the implementation of Library strategy and policies related to finance
  - a. Recommends financial actions by analyzing accounting options.
  - b. Assists Library Director and Library Board with creation and implementation of policies and procedures with a fiscal impact.
  - c. Prepares internal reports and summarizes various financial and non-financial statistical information and projections.
  - d. Coordinates special projects as assigned, including cost/benefit analyses.
  - e. Reconciles library records and the Community Foundation records; makes recommendations for adjustments.
3. Serves as a member of the Library's Administrative Team
  - a. Participates in the administration of Library strategy and policy.
  - b. Proposes staffing changes and new programs with financial impact.

- c. Attends administration and management meetings.
  - d. Responsible for presenting financial information
    - 1. Required external meetings: Library Board, Education & Recreation committee, and annual Brown County budget meetings.
    - 2. Occasional external meetings as required: Brown County Board of Supervisors, and committee meetings.
  - e. Maintains professional knowledge through workshops, meetings, membership in professional organizations, and reading current literature.
4. Writes grants and develops funds
- a. Actively researches, proposes, and executes grant opportunities.
  - b. Assists Executive Director with development and management of capital campaigns and general fundraising.
  - c. Assists with or conducts large-scale projects and events.
  - d. Works with other staff and community partners to research, write and implement grant proposals.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Education and Experience**

Bachelor's degree in Accounting with five years of accounting experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skill and abilities.

### **Licenses and Certifications**

Government accounting experience preferred

### **Required knowledge or ability to acquire such knowledge during a reasonable training period**

1. Accepted accounting principles, practices, and procedures and of their application to a variety of accounting transactions and problems.
2. Governmental accounting standards and audit standards for local government.
3. Public library principles, practices and techniques
4. Expertise in software and other technology tools related to finance, transactions, budgeting and accounting.
5. Library technology tools and principles, including information access and retrieval, data security, library automation systems, and emerging technologies.
6. Strong verbal and written communication skills.
7. Influence others by coaching, leading, teaching, directing, persuading and convincing.
8. Ethical decision-making amid accounting ambiguity.
9. Perform data analysis, including the ability to audit, deduce, assess, conclude and appraise.
10. Exercise independent judgment, decisiveness and creativity in developing approaches to problem resolution.
11. Interpret, develop and administer library policies in accordance with relevant local, state and federal laws, rules and regulations.

### **Physical Demands**

1. Lifting 40 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds
2. Pushing and pulling objects weighing up to 50 pounds
3. Intermittent standing, walking and sitting

4. Using hand(s) for repetitive single grasping, fine manipulation, and operation controls
5. Occasional kneeling, bending, twisting, squatting, climbing, and reaching

**WORKING CONDITIONS**

This position works with the public. Evening and weekend work may be required. As part of a county-wide library system, reassignment to another branch may occur.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. Employees may be required to perform job-related responsibilities and tasks other than those stated on this description.

**I have read the above job description and understand the duties and responsibilities of the position.**

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Approved: 7/20/2017  
Updated; 3/25/2019