

Orange County Library System

FINANCE MANAGER



Summary

The Orange County Library System, an independent special taxing district, seeks a financial manager to manage and lead the Finance Department, staffing of which consists of a purchasing specialist, staff accountant, accounting specialist, and financial analyst. The Finance Manager position manages and is responsible for each of the Library's financial systems including procurement, financial reporting, general ledger, accounts payable, payroll, and capital assets as well as supervises the departmental staff. The position coordinates the annual audit, oversees the preparation of the Library's Comprehensive Annual Financial Report, including application to GFOA Certificate of Achievement for Excellence in Financial Reporting program, and prepares the annual budget along with compliance with Truth in Millage statutory requirements. Position is records custodian for public records requests. Certified Public Accountant or Certified Government Finance Officer strongly preferred. The position reports to the Library's Comptroller. Starting salary: \$73,320

If your career goals include working in an organization that promotes learning, fosters creativity and collaboration, and delivers outstanding service, share your education and experience by applying online at www.ocls.info/jobs.

JOB DESCRIPTION

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|--------------------|-----------------|--------------------|-------------|
| JOB TITLE: | Finance Manager | FLSA: | Exempt |
| DEPARTMENT: | Finance | REPORTS TO: | Comptroller |

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, administers, reviews and evaluates the activities of professional, technical and office support staff.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Conducts fiscal and administrative analyses; evaluates problem resolution, recommends and implements problem resolution.
- Determines and implements appropriate internal controls to ensure safeguarding of Library assets and to produce reliable financial information.
- Prepares a wide variety of financial statements to include monthly Library Board packet, fiscal and calendar year end for Defined Benefit Pension Plan, Self Funded Health Plan and annually for pond association.
- Creates and assembles supporting documentation of Library's financial accounts for audits of Library's financial statements as required; closes out financial records as required.
- Drafts Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles for review by Comptroller.
- Collaborates with administrative team members to determine budgeted staffing positions; drafts budget for review by Comptroller; prepares and submits required forms to ensure compliance with Truth In Millage statutory requirements.
- Verifies accuracy of payroll processing; audits accuracy of calculations; transmits direct deposit file and wires benefit amounts to various institutions; creates file and transmits information for online pay stubs and W-2 website.
- Reviews and approves accounts payable vouchers to ensure that the correct vendor and amount is being paid, and the expenditures are being charged to the correct general ledger account number; reviews check sequences, prepares the positive pay report to be sent to the bank; processes the e-payables file (for vendors being paid with credit cards).
- Verifies accuracy and ensures timely submission of a variety of required tax documentation such as, 1099, W-2, 941, etc.
- Tracks expenditures for Federal and State grants, prepares the request for reimbursements, to ensure that OCLS receives the funds approved by the Grant.
- Serves as administrator for integrated cash register, time/attendance, financial and payroll applications; approves and provides access to staff; deletes users.

ESSENTIAL FUNCTIONS: (continued)

- Prepares and submits insurance papers to cover OCLS's property (crime, fiduciary, property, fraud, etc.); gathers information complete the forms and file the supporting documentation.
- Reviews credit card transactions; issues credits (refunds) when necessary; monitors activity and discuss charge backs with merchant.
- Oversees and conducts a variety of technical, operational and analytical studies; conducts independent research; evaluates alternatives and makes recommendations; prepares technical, statistical and narrative reports; writes and reviews grant and funding requests.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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.

Education and Experience:

Bachelor's degree in finance, accounting, or a closely related field; AND five (5) years of professional governmental accounting/finance experience, two (2) years of which were in a supervisory/managerial role; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Certificates, Licenses, and Registrations:

- None.

Required Knowledge and Skills

Required Knowledge:

- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of government/fund accounting and financial management.
- Applicable laws, statutes and regulations.
- Principles and practices of auditing and account reconciliation.
- Data sampling and statistical analysis techniques.
- Computer applications related to the work.
- Financial record keeping and accounting practices and techniques.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Auditing a variety of internal documents, procedures and reports.
- Analyzing, balancing reviewing, interpreting and reconciling financial reports and transactions.
- Ensuring proper authorization and documentation for disbursements and other transactions.
- Preparing clear, concise and complete financial reports, statements, and work papers.
- Presenting complex information to individuals and groups in a clear, concise and professional manner.
- Performing accurate mathematic and statistical calculations.
- Maintaining accurate financial, budgetary and cost control records and preparing accurate and timely reports.
- Interpreting, explaining and applying requirements, rules and regulations related to governmental budgeting, expenditure and revenue projection, cost controls and grant administration.
- Using initiative and independent judgment within established procedural guidelines.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in a library setting.