

**BASALT REGIONAL LIBRARY
JOB DESCRIPTION**

Job Title	Finance Manager	Salary/Wage	negotiable
Reports To	Executive Director	Status	Part Time, Hourly, Non-Exempt
Department	Administration	Hours	40 hours per month

General Description

The Finance Manager performs a variety of technical and administrative accounting duties in the preparation, maintenance, and processing of District accounting records and transactions. This position completes all accounts payable and accounts receivable functions and record keeping. The Finance Manager balances and maintains manual and computerized accounting and financial records.

The Finance Manager is responsible for independently performing technical duties in support of the Library's finance and accounting functions. This position exercises judgment and initiative in their assigned tasks.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

- Ensures all financial and budget operations, procedures, and internal controls comply with District policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), and Governmental Accounting Standards Board (GASB) standards and guidelines
- Performs a variety of administrative and technical account support duties related to accounts payable and accounts receivable including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Verifies, posts, and records a variety of financial transactions;
- prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports;
- generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures;
- reconciles transactions and data as directed;
- records changes and resolves differences;
- maintains the accuracy of accounting and financial records.

- Assists with the annual financial audit by providing and making copies of accounts payable check, accounting reports, and pulling various files for the auditors as directed by management.
- Assists with preparation of annual financial statement audit and provides ongoing audit support as needed.
- Maintains Internal Revenue Service (IRS) W-9 forms for vendors for year-end tax reporting and processing; compiles and prepares Annual Forms 1099.
- Participates in the preparation of annual District budget; attends and assists in annual budget planning meetings with the Budget Committee.
- Responds to inquiries from vendors and staff from other departments and units.
- Retrieves bi-weekly payroll reports and
- Reconciles employee benefits reports.
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of accounting practices, procedures, concepts, and terminology, especially those relating to accounts receivable, journal entries, and cash receipts and disbursement.
- Knowledge of principles and practices of auditing financial documents.
- Knowledge of mathematical principles.
- Principles and practices of posting financial transactions to the general ledger.
- Knowledge of methods and techniques of reconciling and balancing financial documents.
- Knowledge of principles and practices of record keeping.
- Ability to perform detailed technical accounting support work accurately and in a timely manner.
- Ability to prepare, review, verify, and process financial transactions and documents, such as accounts receivable, journal entries, and cash receipts and disbursements.
- Ability to verify, reconcile, balance, audit, and adjust assigned funds and accounts.
- Ability to interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures of accounting.
- Ability to review financial documents for completeness and accuracy.
- Ability to compose correspondence and reports independently or from brief instructions.
- Ability to make accurate arithmetic, financial, and statistical computations.
- Ability to enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Ability to establish and maintain a variety of filing, record-keeping, and tracking systems.
- Ability to use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Ability to organize own work, set priorities, and meet critical time deadlines.

- Ability to effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Ability to communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Must possess excellent customer service skills and be a self-starter.
- Ability to learn library operating systems, office equipment, and other technologies.
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties.

Education and Experience

- A Bachelor's degree is required
- Minimum 2 years' governmental accounting experience preferred
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

Physical and Environmental Working Conditions

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.