**JOB DESCRIPTION**

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**Position**: Finance Director

**Reports to:** Executive Director

**Supervises:** Accounting Assistant and Office Assistant

**Reviewed:** November 2021

**JOB SUMMARY**

Under the supervision of the Executive Director, manages the accounting functions of CADL as well as related functions such as purchasing and assists in the implementation and investment portfolio. Submits recommendations policy regarding accounting. Performs related duties as needed or assigned.

**DUTIES AND RESPONSIBILITIES**

1. Manage the Accounting Department. This includes staffing, all G/L transactions, hosted Sage 300 software, cash management, ACH payments, month end reporting, and financial statement presentation.
2. Manage the Purchasing department. This includes staffing, vendor selection, order placement and distribution, tax exemption, returns, bidding, and policy changes. This also includes primary administration of the organizations busines accounts with Staples and Amazon Prime, as well as ongoing management of central supply purchasing and distribution.
3. Serve as primary managerial representative on the Finance Committee. This includes monthly presentations of financial results and recommendations to the committee and Board of Trustees.
4. Manage the libraries $6.5M investment portfolio of various fixed income investments in accordance with policy and PA 20. Investments normally include a portfolio of Treasuries, commercial paper, and money market instruments handled through the MILAF. Manage an additional internal portfolio of CD’s from various local banks and credit unions.
5. Complete quarterly and annual reporting for State Aid, PCI compliance, unemployment, unclaimed property, liability insurance, sales and use tax, pensions, 1099’s, grants, and the financial section of the annual library report.
6. Manage the Library’s service contracts for phones, copiers, fax service, parking, postage equipment, water purifying equipment, accounting software, audit services, and credit card processing.
7. Coordinate the annual audit process with selected firm. This includes the collection and distribution of over 50 information components each year, in addition to final reporting and distribution.
8. Coordinate the annual budgeting process for the organization. This includes gathering input from stakeholders, assimilation of all department budgets into a final product, presentation to the managers and Board, and setup of all accounts in the G/L.
9. Manage all financial records in accordance with policy. This includes the annual destruction of records that are no longer required.
10. Update and report the organizations 5-year financial forecast as required, but minimally each year to present a long-term view of potential future issues.
11. Manage the tax revenue collection process each year from our 23 municipalities. This includes collection, depositing, recording, reconciling, reporting, and follow up.
12. Maintain banking relationships with over 10 - 15 local financial institutions. Open, close, and update accounts as required based on organizational service needs and interest rate fluctuations.
13. Maintain and update the organizations financial policies (FIN 101 – FIN 211) as required.
14. Serve as financial representative on various teams, including management, executive committee, labor negotiations, capital projects, and millage committee.
15. Perform risk management for the organization. Maintain and update insurance for property & liability, cyber security, Directors and Officers, workers comp, and fleet insurance.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**JOB REQUIREMENTS**

* Possession of a Bachelor’s Degree in Business or Accounting.
* A minimum of five years of progressively responsible experience in accounting for government or business including as a department director or in a management capacity
* Experience with computerized accounting systems. Experience with Sage 300 preferred.
* Fiscal, analytical, and administrative skills.
* Previous supervisor/management experience required.
* Be physically able to perform the essential functions of the position, with or without reasonable accommodation.
* The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job may be considered.
* Effective written and oral communication skills.
* Ability to maintain a high level of confidentiality.
* Ability to initiate ideas for the improvement of library functions and services.
* Ability to establish and maintain effective working relationships with staff, vendors, and outside agencies.
* Ability to conduct oneself with tact and courtesy.