

Spokane County Library District

CLASSIFICATION: E19**POSITION TITLE:**

Chief Financial Officer

GENERAL PURPOSE:

Plans, develops, directs, and maintains the District's finance, purchasing, risk management, and physical plant maintenance functions in a manner that supports the District's strategic plan, mission, goals, and objectives.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs, and manages the District's financial, purchasing, risk management, and physical plant maintenance operations; monitors operational effectiveness, develops and recommends new or revised policies and procedures impacting operational areas of responsibility; assures financial policies, procedures, and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.

As a member of the District's executive Leadership Team, participates in formulating and implementing District policies, procedures, programs and services; provides financial advice to District staff for finance or business-related issues and provides training to staff as needed.

Develops tools and systems to provide critical and timely financial and operational information to the Executive Director; prepares long-range financial forecasts including revenue and expenditure estimates; makes actionable recommendations on both strategy and operations; oversees long-term budgetary planning and cost management to ensure alignment with the District's strategic plan, mission, and goals.

Prepares the District's annual budget and monitors budget compliance; coordinates the development and monitoring of department budgets with the responsible manager and executive director; provides revenue and expenditure status reports, and recommends mid-year adjustments when needed.

Monitors cash-flow planning and ensures availability of funds when needed; responsible for cash, investment, and asset management. Manages the District's General Operating Fund, Capital Projects Fund, and, as applicable, the Construction Fund and Debt Service Fund. Directs financing strategies and activities, and fosters long-term banking relationships.

Directs and manages the District's debt financing obligations as warranted. Recommends the appropriate method for obtaining short- or long-term financing such as General Obligation Bonds, Tax Anticipation Notes and Special Purpose Bonds; e.g., Library Capital Facility Area bonds. Collaborates with the District's Financial Advisor, Bond Counsel, and underwriters as required. Prepares the necessary documentation, budgets, financial statements, financial forecast and justification; ensures appropriate repayments are distributed as required. Monitors and records the District's potential arbitrage liability.

Maintains accounting system compliance with state BARS and GASB requirements; ensures proper controls and accountability for all accounts and funds; maintains financial accounting and prepares

annual financial reports for all funds; coordinates District participation in annual financial and compliance audits.

Ensures the District's risk management policies and strategies comply with applicable regulations, rating agency standards, and strategic obligations of the District. Evaluates property and liability insurance requirements, including cyber liability and public officials and employment practices coverage; ensures the District maintains the appropriate insurance coverage with the requisite coverage limits.

Assists the Chief Human Resources Officer and Chief Information Officer in coordinating risk management activities related to their areas of responsibility. Coordinates with the Chief Human Resources Officer regarding employee health benefits, member and employee accident or injury reporting, and other safety-related issues.

Administers general journal, accounts receivable and payable, including vendor and employee payroll check production and direct deposit payments.

Administers and troubleshoots general accounting, accounts payable, payroll, attendance, timekeeping and HR software systems; interfaces with software vendor to resolve problems.

Directs purchasing and contracting activities, except library materials and IT hardware and software; administers general office and library supply inventory, inventory control, and distribution system; manages fixed asset control and coordinates the disposal of surplus fixed assets.

Attends work on a regular and dependable basis.

Performs other tasks as assigned.

SUPERVISION:

This position reports to the Executive Director. Supervises Finance and Accounting Manager and Facilities Manager.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills and abilities during a prescribed trial period, and afterwards, for continued employment.

Knowledge of:

- Current theory and practice of modern governmental accounting, financial reporting, budgeting, and financial management.
- Computerized accounting and reporting systems, including general ledger, accounts payable, payroll and timekeeping systems; internal financial control practices and procedures.
- Cost and revenue analysis.
- Management and supervisory practices and procedures, including management by objectives.

- Risk management principles and practices.

Skill in:

- Use of computer systems and various accounting and business software programs.
- Analytical and abstract reasoning.

Ability to:

- Develop and implement short and long-term financial plans and goals for a public sector organization.
- Develop and implement modern internal control, budget, and accounting procedures and records that comply with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Prepare, interpret, and analyze financial reports and statements.
- Organize and express ideas effectively in oral and written communications.
- Establish and maintain effective working relationships with subordinates, other District officers, Board of Trustees, library Executive Director and the general public.

PHYSICAL DEMANDS:

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

An individual performing the duties in this position is required to sit for long periods of time, as well as hear, see, speak and listen to individuals in a professional and respectful manner in order to successfully interact with District staff, vendors, and consultants.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; may perform repetitive motion using hands, wrists and arms. Physical exertion may be required to lift or move office supplies.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in financial management, accounting, business or public administration; Master's in Business or Public Administration preferred; active CPA license required. **Must be bondable.** Five years of recent progressively responsible hands-on management-level experience in public sector accounting, preferably municipal government or special purpose district accounting. Experience should include governmental budgeting, financial reporting, purchasing, revenue collection and investment management. Three years management/ supervisory experience. Two years of experience in computerized accounting and financial software; **ABRA and MAS 90 preferred.** Or any equivalent combination of education, training and experience that would assure satisfactory performance of the essential job functions.

Possession of a valid driver's license and normal risk insurability preferred.

ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS POSITION:

Personal computer, including mouse, keyboard, and monitor, general office and business software; word processing, database and spreadsheet programs; office equipment such as a calculator, telephone, copy machine, and fax machine; PDA and cell phone.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the environmental requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Salary Range: E19

Revised: 10/27/06; Title change/Revisions 09/16/13; 12/17/2014; 01/05/2015

I agree I have been given a copy of my current job description. I am aware it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature

Print Name

Date