

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**  
**Job Description**

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| <b>Job Title:</b> Finance Director      |  |
| <b>Department:</b> Business Operations  | <b>Division:</b> Administrative Support Services |
| <b>Grade:</b> 19                        | <b>FLSA Status:</b> Exempt                       |
| <b>Bargaining Unit:</b> Non-represented | <b>Approved Date:</b> 7-20-2017                  |

**Job Summary**

The Finance Director is responsible for the oversight and management of all financial aspects of the library district, including financial reports, budget, payroll, accounts receivable and payable, cash flow, debt management and investments. This position prepares all financial statements, is responsible for the negotiation, administration and termination of grants and contracts and interfaces with all departments. As a member of the District's Administrative team, the Finance Director helps set organizational direction and ensures that the Finance Division is an integral part of decision making and strategic planning. Serves as the primary point of contact with the state auditor, county treasurers and any vendors that interface with this division for software or other functions. This position oversees several staff including the Finance Coordinator (who oversees Purchasing), the Payroll Specialist and the Accounts Payable Assistant.

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**Essential Functions**

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

- Plan, manage and coordinate the Library's financial accounting and general ledger system in accordance with GAAP, as prescribed by the Government Accounting Standards Board and with Budget, Accounting and Reporting System; prepare monthly and annual financial reports for presentation to Board of Trustees, public meetings, and manager or supervisor monitoring; maintain the integrity of the internal control systems for the cash accounting procedures throughout the district; monitor general fund cash flow and prepare appropriate reports; prepare monthly reconciliation of funds to internal accounting system, financial statements and County Treasurer financial statements.
- Oversees administration and conducts preparation, coordination, and analysis of the annual operating budget, including direct preparation and review of financial forecasts, revenue estimates and projections. Prepares budget work sheets, works closely with the Executive Director in preparing preliminary budget recommendations for Board consideration and deliberation. Oversees preparation of preliminary and final budget documents. Enters information into accounting software, ensuring budgets are balanced, and proper documentation is filed with counties and other agencies; file annual financial reports with appropriate state agencies.

- Approve, verify amounts and assure proper documentation for payment of all accounts payable and payroll payments; present final registers for approval signature.
  - Primary contact and administrator for all district contracts and responsible for the negotiation, administration and termination of all contracts, agreements, leases and letters of understanding into which the District may enter; Responsible for overseeing the preparation, review and negotiation and approval of new and existing contracts or agreements for the Department, modifies contracts when conflicts arise;
  - Serve as primary contact for state auditor during annual audit with continual responsibility for reporting any theft, financial discrepancy, or variance to Executive Director and state auditor.
  - Plan, prioritize, delegate work, and determine work schedules and assignments for direct reports; interview, hire, supervise, train, develop, motivate, evaluate, and monitor the performance of the functional staff.
  - Prepare and file quarterly and year end Federal tax reports, multiple worksite reports, employment security reports, Department of Labor and Industries reports, state tax, W-2, 1099 and Social security annual wage report filings.
  - Participate in strategic planning and collaborative teamwork to create and execute a variety of regular and special projects; budget time, materials, and costs of special projects within the functional area; as well as be involved in the budget planning of the functional area; may participate in administration meetings as needed to make district-level decisions.
  - Collaboratively manage district-wide projects and community projects; responsible for communication of a function area; attends meetings and participate in committees and/or organizations that further the library's mission and goals.
  - Keep informed of current accounting, finance, and business operation practices by attending workshops and educational programs or reading specialized literature.
  - Regularly attend Board meetings and present the finance report and any other essential and relevant financial information under guidance of the Executive Director. May answer questions from the board members or audience at the public meeting
  - Serve as the primary contact person to the board member assigned to review payments to be approved at the board meeting.
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### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Participate in special project committees, teams or task forces.
  - Serve as public contact on related financial questions under guidance of the Executive Director.
  - Provide technical and systems troubleshooting for financial and human resource software.
  - Serve as liaison to software consultant, coordinate and initiate appropriate finance and human resource staff training on software.
  - Perform other duties as assigned.
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## **Supervision**

This position reports to the Executive Director of the library and works under minimal supervision, requiring considerable independent judgment to make decisions and solve problems. The position directly supervises staff within the functional area, provides leadership and direction, and responsible for performance management of assigned staff.

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## **Core Library Competencies or Values**

*Complete definitions are included on the FVRL Performance Evaluation Form located on the website and staff intranet. Employees are expected to demonstrate the following qualities at all times:*

- Competencies working with people
    - Customer orientation
    - Communication skills
    - Interpersonal awareness and teamwork
  - Competencies performing job duties
    - Job knowledge
    - Quality and quantity of work
    - Results orientation
  - Self-management competencies
    - Managing change and adaptability
    - Managing performance
    - Stress management
    - Safety: Adheres to all workplace safety rules, safety laws, regulations, standards and practices
    - Attendance and Punctuality: Observes call-in policy and demonstrates reliable work schedules
  - Leadership
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## **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Knowledge of Fort Vancouver Regional Library's policies and procedures and ability to apply them appropriately.
- Knowledge of budgetary limitations and ability to prioritize potential purchases to meet the needs of the library.
- Knowledge of budget planning process, development of objectives and goals for coming years.
- Knowledge of financial and accounting practices and reporting information.
- Knowledge of state auditing, tax, wage, and security reporting.
- Skilled to prepare and maintain complete and accurate reports and records of financial activities.
- Sensitivity and strong commitment to working with a diverse staff.
- Demonstrate strong organizational, planning, project management and interpersonal skills.
- Ability to work cooperatively with other departments and staff on cross-functional teams or committees.

- Ability to act as a representative of Fort Vancouver Regional Library to the public.
- Ability to direct, train and supervise employees, volunteers, and substitutes.
- Ability to communicate well with others, both verbally and in writing.
- Ability to exercise sound judgment in interpreting established financial policies and information when dealing with staff and Board questions and concerns.
- Ability to direct the work of cross-functional teams for special projects, committees or task forces.
- Ability to manage multiple priorities, delegating work as necessary, to accomplish functional responsibilities, many under time sensitive deadlines.

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**Education and Experience:**

- Bachelor's degree in accounting, finance, business or related field of study required or equivalent. .
- Certified Public Accountant (CPA) License and/or Certified Public Financial Officer designation is highly preferred.
- Five years experience as a department director or in a management capacity, directing the financial services of a public or government entity, including budget development, administration, and managing information system activities related to accounting and payroll.
- Previous public financial administration, accounting and/or budget experience is required.

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**Physical and Environmental Conditions:**

Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditions. Occasional light lifting, such as three to four reams of paper, four or five books, or other materials (up to 35 pounds) may be required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all FVRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Fort Vancouver Regional Library District is also an Equal Opportunity Employer.

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