



The City Library
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

Job Announcement

Position: Finance Manager
Department: Finance
Type: Full-time
Salary: Depending on experience
Closing Date: February 17, 2012

General Purpose: Under general supervision and direction, is responsible to oversee the development and administration of financial systems, services, and programs including budget preparation and analysis, journal entries, annual external audit and preparation of monthly and annual financial statements. Establishes internal controls to ensure accuracy, integrity and compliance with GAAP and other governmental requirements. Supervises staff performing Accounts Receivable, Accounts Payable, Payroll, Fixed Assets and Inventory. This is a skilled professional position requiring in-depth knowledge of accounting and financial methodologies and their applications.

Primary Duties and Responsibilities:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees a small financial team that processes accounts payable, accounts receivable, payroll and fixed asset inventory. Responsibilities include personnel development and supervision. Hires, trains, supervises, and evaluates staff.
- Works closely with the Director, Executive Leadership Team and Management Teams to manage the financial affairs of The City Library and supports the Library's strategic plan outcomes through effective financial management.
- Participates in the preparation and administration of the Library's budget by providing ongoing financial information to the Director and Managers for planning purposes. Coordinates budget revisions throughout the year.
- Reports on financial information and monthly and annual financial reports to the Library Board of Directors.
- Analyzes administrative and financial information and makes appropriate recommendations.
- Examines and verifies the accuracy of all reports, vouchers, and accounts, including various grant monies.
- Maintains a collaborative and highly effective working relationship with Salt Lake City Corporation.
- Monitors and evaluates Salt Lake City property tax funding and reconciles the final settlement of taxes.
- Prepares data and oversees the annual financial audit with an external auditing firm.
- Manages purchasing process, bid processes, and contractual agreements with external vendors in adherence with Library policy.
- Advises managers providing information and recommendations about fiscal administration and assures library-wide compliance with established budgets.
- Performs internal audit to ensure financial policies are being met.
- Recommends updates to financial policies and procedures.
- Works cooperatively and effectively with the City, Library and employees.
- Oversees annual physical fixed asset count. Maintains and audits fixed asset records.
- Oversees the coordination of payroll processing with a third party vendor.
- Other duties as assigned.

Required Knowledge of:

- Knowledge of governmental fiscal accounting principles, practices, and procedures.

- Knowledge of budget development, fiscal responsibility requirements, and the ability to research trends and directions of public service agencies.
- Knowledge of state laws as they apply to library financial practices.
- Knowledge of various revenue sources available to libraries, including state and federal sources.
- Knowledge of legal and political issues affecting libraries and local governmental operations and management.
- The ability to communicate effectively verbally and in writing and to implement cooperative problem-solving processes.
- Knowledge of computer technologies that affect financial operations, including various software applications.
- Knowledge of business law and a general understanding of legal contracts desired but not required.
- Knowledge of Caselle Financial Software preferred.

Physical Demands/ Work Environment:

- Work is performed in a library environment.
- Subject to standing, walking, bending, reaching, and lifting of objects.
- Subject to stress, as a result of human behavior.

Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field is preferred.
- Six years' directly related work experience is required. One of which must be in a supervisory capacity.
- Education and experience may be substituted on a one for one basis with the exception of supervisory requirements.
- Preferential consideration will be given to candidates with governmental or non-profit experience.
- Preferential consideration will be given to candidates with a CPA.

Schedule:

- 40 hours per week.

Compensation:

- Depending on Experience.
- This is a full time position and includes excellent benefits such as paid vacation, health and life insurance and retirement benefits.

How to apply:

- Send an email with an attached resume and cover letter (Word or PDF format) indicating position title to the Human Resources Department at hrlib@slcpl.org by February 17, 2012.

The Salt Lake City Public Library participates in the federal Employment Eligibility Verification Program (E-Verify). As an Equal Opportunity Employer, we are committed to a diverse workforce.