

## Finance Director

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DEPARTMENT:	Finance
GRADE:	76
CLASS CODE:	FINDIR
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
REVISED DATE:	November 2020

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### Summary:

The Finance Director directs, manages, oversees and provides leadership in relation to financial operations for Timberland Regional Library (TRL). Individuals in this position analyze, develop and administer the district budget, liaising with members of TRL Administration, the Board of Trustees, the State Auditor and city, county and other local governmental agencies on an as-needed basis. Incumbents in this position oversee the general ledger, payroll, accounts payable and cash reconciliations and prepares a variety of financial records and reports. The Finance Director serves on TRL's Administrative Leadership Team.

### Reporting Relationships and Team Work:

This position is supervised by and reports to the Executive Director, and supervises professional, paraprofessional and other assigned staff.

### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. 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.*

1. Develops and directs the library's annual budget, conducting budget analysis, drafting the preliminary and annual budget, preparing supporting documentation and presentations for staff, Administration and Board of Trustees.
2. Analyzes, summarizes and prepares long-range forecasts for library expenditures and revenue sources, including property tax, timber tax and other one-time and reoccurring income sources.
3. Prepares, analyzes, and presents financial statements.
4. Oversees general ledger, payroll and cash receipt reconciliations, ensuring Finance Department staff enter transactions into appropriate ledgers, logs and other records of original entry in accordance with established procedure and in adherence with the

Budget, Accounting and Reporting System (BARS), Generally Accepted Accounting Principles (GAAP) and all applicable local, state and federal laws.

5. Performs position reporting, including the allocation, management, forecasting and collection of data regarding District staffing and FTE.
6. Directs the accurate receipt, accounting and safeguarding of cash, checks, warrants, and other library valuables. Monitors cash-flow availability and establishes bank accounts as necessary and authorized.
7. Oversees annual inventory control process, accounting for Timberland Regional Library's equipment, money, facilities, and other related items.
8. Identifies and implements District policies, procedures, programs and services. Identifies technology tools and software applications for area of expertise to be used internally and districtwide.
9. Participates in collective bargaining and negotiations on behalf of Administration.
10. Participates in long-range and strategic planning for the future development and operation of the district.

### **Core Skills and Qualities:**

*Employees are expected to demonstrate the following qualities at all times:*

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Current knowledge of the principles and practices of financial, business or public administration.
2. Current knowledge of Federal and State laws, rules and regulations governing financial resources in public jurisdictions and governmental environments.
3. Extensive knowledge of budgeting and the preparation and administration of public funds.
4. Principles and practices of organizing and managing complex financial operations and personnel assigned to a wide variety of work assignments.
5. Current and emerging trends in public financial management.
6. Efficiency in decision-making and prioritization with operational and procedural concerns.

7. Sound judgement and the ability to identify complex problems, evaluate solutions, and implement change to the benefit of the organization.
8. The ability to analyze data, processes and procedures to develop meaningful fact-based reports and recommendations to improve service.
9. Facilitation of task forces, committees and council meetings.

### **Technology Requirements:**

- Strong computer skills, including the ability to manage and maintain financial software (such as Tyler Technologies Incode), word processing, creating complex spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used in payroll and financial management. TRL currently uses Tyler Technologies Incode.

### **Education and Experience:**

Bachelor's Degree in Accounting, Finance, Business or Public Administration from an accredited university plus 7 years of supervisory and financial management experience or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.

### **Licenses, Certifications, and Special Requirements:**

- Must have a valid Washington State Driver's License and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings and related job sites.
- Must pass and maintain a criminal and financial background check.
- Ability to work evenings and weekends and to adapt to schedule changes on short notice is required.

### **Physical and Environmental Conditions:**

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Subject to sitting and standing for extending periods of time. May spend time walking, standing, bending, reaching, and lifting up to 40 pounds.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work related assignments.

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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 with this job.

This and all TRL 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. Timberland Regional Library is also an Equal Opportunity Employer.