



Wilmette Public Library

**Wilmette Public Library
Job Description**

Position:	FINANCE MANAGER
Type:	Full-Time
Classification:	Exempt
Reports to:	Library Director
Pay Grade:	32
Updated:	01-15-2024

POSITION SUMMARY

Under the supervision of the Director, the Finance Manager is responsible for managing and maintaining all of the financial and accounting operations and practices of the Wilmette and Kenilworth Public Library Districts in accordance with all federal, state, and local government regulations. A member of the library's Leadership Team, this position also supervises the bi-weekly payroll function and works with the Director to prepare regular reports to the Board of Library Trustees (including coordination of the annual operating budget, appropriation ordinance, levy, and audit), and all other required financial reports and records.

ESSENTIAL RESPONSIBILITIES

- Maintain accounting and purchasing procedures and records, including cash management and disbursements.
- Secure and confirm Director's approval for all relevant invoices and ensure that vendor invoices match actual services authorized.
- Oversee income and expenses of the library.
- Prepare or supervise semi-monthly payroll including verifying accuracy of any payroll changes, and processing all related benefit payments: healthcare and life insurance, pension, deferred compensation. etc.
- Perform all supervisory responsibilities for the Finance Assistant position. Train, mentor, and support the work of this role and provide performance evaluation, support, and talent development opportunities with assistance from HR. Engage in corrective action measures as needed.
- Manage all bank account activity including reconciliation of bank statements (money markets, CDs, operating, savings, payroll, petty cash, and building/equipment/special reserves), and calculation of transfers between various Library accounts, with Director approval.

- Assist Director in preparation of the annual budget, appropriation, and levy, and oversee the annual financial audit process.
- Manage all library investment activity and reinvest funds as delegated by the Director.
- Prepare, review, and analyze Library District financial reports including all monthly and quarterly reports.
- Ensure required state and federal tax filings are submitted on a timely basis.
- Attend monthly Board meetings (generally third Tuesdays) and Finance Committee meetings (less frequent).
- Assist HR with payroll duties: new hires/terminations, transfers and promotions, annual salary increases and benefit deductions, etc.
- Assist HR with setting up new benefit premiums at Open Enrollment.
- Prepare statistical and financial data for various reports: Illinois Public Library Annual Report (IPLAR), salary/fringe benefit surveys, etc.
- Prepare cash accounting reports and initiate transfers between various banking accounts.
- Attend Leadership Team meetings and any department and/or library meetings as requested.
- Keep current on all state, federal, and local financial and tax regulations.
- Check email regularly to keep updated on all library events, policies, practices, and procedures.
- Performs other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Demonstrated ability to:
 - develop and maintain strong working relationships with colleagues and community members
 - anticipate and creatively solve problems with a flexible mindset
 - positively adjust to change
 - think strategically about the library's fiduciary role in providing services to the community
 - gather, analyze, and use meaningful data in decision-making processes
 - demonstrate exceptional leadership skills and conduct fair and impartial treatment to all patrons and staff
 - coordinate and prioritize tasks to meet deadlines with excellent organizational and problem-solving skills
 - work independently while also flexible to work in a team setting
- Commitment to and demonstrated success discussing, integrating, and promoting inclusion, diversity, equity, and accessibility.
- Ability to work collaboratively as a member of a team.
- Communicate effectively in English, both orally and in writing.
- Ability to read and understand written information and instructions.
- Ability to read information from computer monitors.
- Ability to adapt communication style.
- Ability to communicate skillfully, accurately, and pleasantly in person, on the telephone, via email, and online.
- Ability to use good judgment following procedures in support of library policies.
- Ability to work effectively and courteously with the public and staff.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.

- Ability to handle emergency situations in a calm, capable manner.
- Ability to provide excellent customer service at all times.
- Ability to handle multiple tasks and efficiently organize work.
- Ability to exercise initiative and to make appropriate independent decisions.
- Ability to work in a supportive manner with colleagues and managers.
- Ability to consistently complete and follow-up on departmental jobs.
- Ability to demonstrate knowledge of governmental accounting and budgeting procedures.
- Ability to demonstrate knowledge of generally accepted accounting principles (GAAP), and accounting and audit practices.
- Ability to demonstrate knowledge of federal, state, and local financial regulations as applicable to governmental agencies.
- Ability to demonstrate sound judgment regarding financial matters, and the ability to perform mathematical functions with a high degree of accuracy.
- Ability to manage data for effective reporting and decision-making in collaboration with Director.
- Ability to learn and use all job-related technology with proficiency: MS Office, Excel, QuickBooks, and payroll software.
- Ability to demonstrate excellent communication skills both verbal and written.
- Ability to make informed decisions independently while also flexible to work collaboratively in a team setting.
- Ability to demonstrate excellent organizational skills and attention to detail.
- Ability to demonstrate exceptional customer service skills both externally and internally.
- Demonstrate awareness of library resources, practices, policies, and procedures.

QUALIFICATIONS

- Bachelor's degree in the field of accounting, finance, business administration, or related field of study. CPA highly desirable and preferred.
- 3-5 years work in finance and accounting required, preferably in a governmental or non-profit agency. Experience with budgeting and long-range financial forecasting preferred.
- 1-2 years of supervisory experience.
- Proficiency in Microsoft Office (Excel, Outlook, Word), and QuickBooks.
- Experience working in a public library setting preferred.
- Flexibility to attend monthly board meetings, typically scheduled in the evenings.

Physical Requirements: (Requests for reasonable accommodations to these requirements may be considered)

- Professional proficiency in English.
 - Physical ability to sit for extended periods of time.
 - Occasionally required to bend, stoop, kneel and crouch.
 - Ability to lift and carry items up to 20 pounds.
 - Ability to perform repetitive hand motions for extended periods of time.
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Note:

Wilmette Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will review a reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

Employee's Signature

Date