

Mid-Hudson Library System

Job Description

Job Title: Finance Manager & Personnel Officer

Reports To: Executive Director

FLSA Status: Exempt

Telecommuting: Not Eligible

Approved By: MSN, TS, RSA

Revised: 10/16/13, 1/2018, 8/2018, 9/2020, 5/2023

Summary Directs the Library System's financial planning, accounting, government reporting, banking, and records retention; serves as the personnel officer; manages the organization's relationships with our independent auditor, banks and insurance providers; supervises and manages general office activities; may also be assigned to serve as Administrator in Charge in the absence of the Executive Director and Assistant Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administration – Finance

Develops and administers the Library System operating budget with the Executive Director and Board of Trustees.

Appraises the organization's financial position, assuring that spending is in line with the operating budget and engaging in financial forecasting for the organization.

Acts with the Executive Director to guarantee the fiscal integrity of the Library System.

Oversees and directs all financial accounts, audits, accounting procedures, purchasing, accounts payable and receivable, and payroll; generates disbursement checks; and reconciles payroll checking account monthly.

Oversees corporate liability insurance.

Prepares and completes annual financial reports to the New York State Division of Library Development, New York State Comptroller, and completes GASBHelp information for annual OPEB (Other Post-Employment Benefits) report for audit.

Administers and files E-Rate applications for MHLS.

Acts as custodian of corporate contracts.

Maintains PayPal/ecommerce account and disbursement distribution to member libraries.

Participates in and promotes sustainability initiatives including, but not limited to, materials management best practices, proper recycling and energy conservation.

Administration – Financial Service for Members

Maintains records for and disburses State and Federal funds to and for member libraries.

Mid-Hudson Library System

Job Description

Reviews and assists with member library annual reports to the state.

Administration – Personnel

Formulates and updates personnel policies with the Executive Director and Assistant Director.

Responds to inquiries from staff regarding policies and procedures.

Organizes job searches, including posting, service on search committees, reference and background checks, etc.

Assists with the on-boarding and orientation of new hires.

Administers and keeps abreast of retirement, medical, dental, disability, workers' compensation insurance plans.

Keeps abreast with health care mandates, employment and payroll laws, and ensures that MHLS is compliant.

Participates in CSEA negotiations.

Maintains personnel files and staff leave time balances.

Administers online payroll system.

Supervision

Supervises full and/or part-time staff, carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Plans, assigns and directs staff work.

Manages recruiting, interviewing, and recommending the hiring of staff.

Trains and develops the professional skills and aptitude of staff.

Appraises staff performance, provides rewards, and disciplines staff.

Addresses complaints and resolves problems.

Works to create a welcoming and inclusive workplace environment.

Communications

Reports plans and activities to the Executive Director in the areas of the position's essential duties and responsibilities.

Mid-Hudson Library System

Job Description

Supports the Administration Team and Supervisors in identifying, reviewing and resolving issues that impact the entire MHLS organization.

Reports to the MHLS Board of Trustees, highlighting plans and activities.

Attends Board meetings and meets as needed with Board committees regarding finance and personnel matters.

Issues monthly reports on revenues and expenditures and on the System's financial status to the Executive Director and Board of Trustees.

Attends the meetings of the System Services Advisory Committee, highlighting plans and activities.

Develops, publishes and distributes information and publications in support of Member Libraries in the areas of the position's essential duties and responsibilities.

Maintains contacts with financial institutions, payroll service, auditors, insurance carriers, state retirement and other relevant state authorities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Analytical Thinking - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Customer Service - Responds promptly to member library needs; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Recognizes and reports unsafe conditions.

Education and/or Experience: BA or BS in Accounting, or equivalent, with five years related experience and/or training.

Mid-Hudson Library System

Job Description

Certificates, Licenses, Registrations: Notary Public; Human Resources (HR) management certification is preferred, although not required.

Other Skills and Abilities: Knowledge of accounting, spreadsheet, and word processing software; expert knowledge of accounting principles, fund management, cash-basis and accrual-based accounting. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Stays current with personnel policies and practices through reading, networking with colleagues, attending local and regional workshops and conferences.

Works in teams on MHLS and member library projects; Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

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.

Some Travel required.

While performing the duties of this Job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle or feel.

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.

The noise level is usually that of a moderate office-type work environment.