

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Fiscal Coordinator

SUPERVISOR: Library Director

SUMMARY OF POSITION

The Fiscal Coordinator provides bookkeeping and tracking of financial and accounting operations for Josephine Community Library District. With the support of the Library Director, the Fiscal Coordinator maintains financial policies and procedures, prepares financial reports, and tracks the yearly organization budget. The Fiscal Coordinator assists the Library Director in business office administration and assists Department Heads with accounts payable, receivable, training, and troubleshooting. This position helps maintain a team-oriented climate that will attract, keep, inspire, and motivate quality staff and volunteers and secure the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

Coordination

- Maintain accurate and up-to-date financial records for the organization
- Implement and monitor internal control policies and procedures
- Coordinate and schedule employee benefits programs and enrollment
- Schedule and facilitate annual financial audit
- Train department heads on proper filing and reporting
- Organize and purchase office supplies for the district

Administration

- Organize and maintain digital and paper records
- Maintain fiscal process and procedures manual
- Maintain knowledge of/adherence to public meeting law and budget law
- Assist library director with preparation of monthly board packets

Finance

- Create monthly reports for board and finance advisory committee
- Maintain daily records for multiple funds in QuickBooks accounting system
- Maintain accounts payable and receivable, corporate accounts, public records, credit cards
- Attend finance advisory committee meetings and prepare financial reports
- Attend staff meetings, including collection development and grant meetings
- Provide grant fiscal management and reporting
- Maintain and organize district records for all of the above

Personnel

- Assist library director in human resources recordkeeping, filing, tracking, and communications
- Assist library director in processing timesheets for payroll using ADP software
- Process and file all documentation required by ADP, BOLI, SAIF, SDAO, and other state and federal agencies

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY

Position oversees volunteers.

CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS

The ideal candidate for this job has experience in the financial sector and accounting for a medium-sized organization, is well-organized and detail oriented, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities.

- Proficiency in QuickBooks, Microsoft Windows, Microsoft Office (Word, Excel, Outlook), e-mail and Internet essentials, and basic troubleshooting are required.
- Knowledge of accounting principles and financial processes and procedures
- Ability to train and coordinate the work of others
- Strong interpersonal and communication skills
- Ability to make independent decisions, sometimes with limited information
- Municipal accounting experience a plus

Includes the ability to:

- Ability to perform some advanced calculations, including budget analysis and data manipulation.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Ability to work effectively and diplomatically under pressure.

MINIMUM QUALIFICATIONS: Education, Training, and Experience: Bachelor's degree in related field with two years of professional accounting experience; or Associate's degree and five years of professional experience in accounting; any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described. Accounting experience preferred.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping, and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

JOB CONDITIONS

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

FLSA STATUS

Non-exempt status.

BACKGROUND CHECK and DRUG SCREENING:

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.