



# Craven-Pamlico Regional Library

Invites application for the position of:


## Finance Officer - CPRL Administration

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**Salary: To be determined based on qualifications and experience**

**Opening Date: 12/7/23**

**Closing Date: until filled**

 To be considered for this position, attach a cover letter and resume to your [CPRL online application](https://mycprl.org/images/pdfs/CPRLApplicationEmployment2023.pdf) (<https://mycprl.org/images/pdfs/CPRLApplicationEmployment2023.pdf>) and email documents to [hr@mycprl.org](mailto:hr@mycprl.org) with Finance Officer in the subject heading.

### Description:

The Craven-Pamlico Regional Library seeks a full-time (but will consider part-time) qualified professional to serve as part of the Library's management team. The Finance Officer is responsible for accounting and financial oversight of a \$3.5 million budget. This position reports to the Regional Director and Board of Trustees. The Finance Officer will direct, organize, and control all aspects of financial management activities for the Library, including general accounting, payroll, planning, audit preparation, grant management, budget development, and human resources. The person in this role must be able to work independently in high-pressure situations and have excellent communication and customer service skills. Applicants should thoroughly know governmental accounting principles and federal, state, and county fiscal regulations, policies, and procedures.

### Essential Job Duties:

- Interpret the Library's policies to resolve financially related problems that are moderate to complex, independently, within the scope of the position.
- Perform financial management for the Library, including accounts receivable, accounts payable, general ledger, bank reconciliation, credit card accounts, and tax payments.
- Prepare monthly and year-end financial and payroll statements, including transactions, reconciliations, and reports.
- Verify, allocate, and post details of business transactions to appropriate funds and accounts; reconcile and balance funds and accounts.
- Prepare and participate in the annual auditing process.
- Manage all cash-related activities, including cash intake, petty cash, bank reconciliations, cash receipts, and deposit transactions.
- Assist in preparation, with advice from legal counsel, of budget and levy ordinances and other ordinances, resolutions, and legal notices as needed.
- Process monthly payroll and other personnel-related activities.
- Perform data management of invoices, purchases, check preparation, and processing using financial software.
- Participate in fiscally responsible budget preparations with the Executive Director.
- Generate financial statements for the Library's Board of Trustees and attend monthly Board meetings as needed.
- Monitor revenue and expenditures based on the Library's annual operating budget.

- Maintain financial records and files as required by Local Records Management Act and Governmental Accounting standards.
- Assist staff with concerns, policies, procedures, and regulations about financial transactions.
- Collaborate with the Library's leadership team on process improvements, internal controls, and financial procedures for the Library.
- Collaborate with the Executive Director and serve as the Human Resources Specialist.
- Serve on planning committees and attend Library meetings and outreach activities as requested.
- Perform other duties as assigned.

**Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skills, and/or abilities.**

- Knowledge of governmental accounting, budgeting, and cost control procedures.
- Knowledge of generally accepted accounting principles and accounting and auditing practices. Excellent judgment regarding financial matters and the ability to perform mathematical functions with a high degree of accuracy.
- Ability to travel locally when needed.
- Flexibility to work a varied schedule, including weekdays, evenings, and weekends, as needed to meet departmental requirements.

**Competencies - To perform the job successfully, an individual must demonstrate the following competencies:**

- Knowledge of federal, state, and local financial regulations, including NC local Government compliance.
- Learning and applying technology to improve services and work processes.
- Ability to manage data for effective reporting and decision-making with the Executive Director.
- Excellent written and verbal communication and problem-solving skills.
- Ability to work independently with minimal supervision.
- Ability to provide excellent customer service to staff, vendors, and representatives of governmental bodies.
- Ability to acquire a general understanding of Library service standards and procedures.

**Education and Other Requirements:**

- Required - Bachelor's degree in accounting, finance, or a related field and experience in local government or public service financial management.
- Preferred - Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Certified Public Finance Officer (CPFO) is desirable.