



HEAD OF FINANCE

Department: Administration

Reports to: Director

Chain of Command: No

Certifications: n/a

Level: 3

FLSA Status: Exempt

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in the use of library resources by putting financial and budgeting procedures into action.

Essential Functions

Expertise

- I lead within the library by participating in Daily Council, meeting with my supervisor regularly, recommending and implementing policy and procedural changes, and serving as a liaison to other departments.
- I help run my departments by having regular communication with staff as necessary, prepare reports as required, and in general oversee the daily operations to be sure we are offering our best to library patrons and staff.
- I manage and am legally responsible for all library funds, including overseeing the production of payroll, serving as the library board treasurer, and document all financial transactions including maintaining grant receipts and disbursements.
- I coordinate and prepare an annual budget, as well as preparing documentation and reports for outside entities and for staff.
- I am knowledgeable and recommend current financial best practices, and I follow federal, state and local finance requirements and laws.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

Customer Service

- I am approachable and understanding so that I can assist patrons in accessing materials by financially maintaining operations.
- I remain customer focused when offering assistance to patrons or when answering directional or general library questions.
- I communicate well when answering the phone in order to assist vendors, patrons and staff.
- I understand technologies such as the copier and the fax machine in order to give quick and effortless help to our patrons.

- I help resolve issues with patrons and help assure they have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.

Professionalism

- I am a vital component in an engaged and thriving community.
- I represent KHCPL by being ethical, sympathetic, and responsible.
- I communicate well, in person and by email or phone.
- I keep the library a welcoming place by knowing and reminding patrons of the Patron Code of Conduct.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to email, memos, and other library related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

Supervision

- I provide strategic direction, leadership, supervision, scheduling, and guidance for my staff.
- I am integral in the selection of new employees for my department, seeking recommendation and advice from others as necessary.
- I seek to retain new employees by hiring, training, mentoring, and evaluating them.
- I communicate regularly with employees to guide them, set expectations, and review performance, both good and bad.
- I assign tasks and duties, and give regular feedback on those assignments.
- I give staff the tools they need in professional development, and in the pursuit of excellent customer service.

Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to continually make the library a better place for our community.

- I recognize that we work as a team, and help out coworkers in my own department and in other departments as I am able.

CORE ABILITIES CRITICAL TO ALL STAFF

- I am customer focused.
- I am cooperative and a collaborator.
- I am understanding and compassionate.
- I am a self-starter and have a strong work ethic.
- I am flexible and open to change.
- I am an effective communicator.
- I am a problem solver.
- I am responsible and honest.
- I am ethical, use good judgment, and stay calm under pressure.
- I am a continuous learner.
- I am approachable.

Knowledge and Skills

- Strong organizational skills and attention to detail
- Self-starter with flexibility to work independently as well as part of a team
- Computer skills, such as Microsoft Office and Outlook, Windows (current version), internet, and accounting systems.
- Experience using a calculator, computer and photocopier/scanner.
- Positive personal financial history.
- Bondable.

Educations/Experience and any pertinent Certifications

- Bachelor's degree in Accounting, Finance or a related field.
- Minimum of three years' experience working in finance
- Experience working with government finance is strongly preferred.
- Must have a valid Indiana's driver's license, or the ability to attain one.

Working Conditions

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand and walk for required periods of time
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computer, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.

- Encounter normal fluctuations in interior conditions, such as noise and temperatures.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.