**Location:** Harford County Public Library

**Job Title:** Finance Director

**Responsibilities:** The Finance Director manages and oversees the financial and accounting operations, activities and staff for the library system; manages bank accounts and investments; prepares the annual budget; oversees the financial reporting for Friends of the Library groups and grants. Serves as a liaison between the HCPL Foundation and auditors and department staff and Senior Administration; provides assessment of existing and proposed financial plans, policies and procedures; oversees financial and accounting system controls and standards and ensures timely financial and statistical reports for management and/or Board use; provides analytical management assistance by providing analysis of business intelligence to measure organizational performance tied to financial initiatives. Communicates performance measures to senior staff and assists in resolving identified problems/opportunities.

**Essential Duties:**
1. Oversees the annual audits for the Library; prepares schedules, writes management discussion and analysis;
2. Prepares the library's operating budget;
3. Oversees the financial and accounting activities of the library system;
4. Troubleshoots and resolves problems involving coding, account balances and applicable software programs;
5. Manages library bank accounts and investments;
6. Monitors balance sheets and income statements;
7. Prepares reports and spreadsheets;
8. Oversees accounts payable and general ledger functions;
9. Oversees all petty cash accounts;
10. Works closely with the Friends of the Library groups and Foundation personnel;
11. Reviews bank records monthly;
12. Develops, reviews and approvals all finance procedures;
13. Works closely with library management staff on line item management;
14. Reviews funding availability for all purchase orders;
15. Maintains a copy of all grant documents;
16. Collects statistics and data from various finance-related sources and compiles reports;
17. Promotes and facilitates teamwork between department and other library staff;
18. Monitors, evaluates and provides guidance to management and other staff regarding financial or the budgeting process;
19. Takes a leadership role in implementing changes and in fulfilling the goals and objectives of the library.

**Supervision Functions:**
1. Hires and supervises assigned staff, as well as assigned volunteers;
2. Oversees the training of staff and volunteers, as assigned;
3. Administers the Performance Recognition System (PRS), the library's performance evaluation system, in accordance with published guidelines;
4. Approves annual leave and checks and tabulates timesheets for assigned staff;
5. Prepares monthly reports, meeting agendas, and monthly schedules;
6. Interprets and implements system-wide policies and procedures;
7. Schedules and facilitates department/team meetings;
8. Ensures staff receive and understand the system and department communications via written or electronic format;
Standard Functions:
1. Serves on committees and participates in workshops, seminars, and training as requested;
2. Represents Library at various outreach activities, as needed;
3. Notifies Supervisor with suggested ways to improve the efficiency and effectiveness of personnel and procedures and system-wide goals and objectives;
4. Maintains good public relations with the community through contacts with public officials, community leaders, volunteers, Friends of the Library, appropriate school personnel, and the general public;
5. Learns new skills and technologies to retain proficiency in areas of expertise;
6. Is dependable and punctual;
7. Maintains a positive, friendly, and cooperative attitude and provides consistent customer service;
8. Upholds all library policies and procedures as defined in Harford County Public Library's Policies and Procedures Manual;
9. Performs other duties as assigned.

Requirements: Minimum Requirements:
* Bachelor’s degree in accounting, finance, or a related field;
* CPA required;
* Five or more years of related professional experience;
* Five or more years of supervisory experience;
* Ability to obtain and maintain a favorable criminal background report.

Salary Range: Undisclosed

Application Process: Applications for this position are completed and accepted via online submission only. Please visit us at www.HCPLonline.org and click on Library Jobs tab for vacancy announcement and application instructions.

Special Requests:
Closing Date: Best consideration apply by 01/04/2021; Open Until Filled