Title: Director of Finance

Dept: Business Office     Job Code Number: 10101

Reports to: Director     Grade Number: 25, Non-represented

Effective Date: January 2009     FLSA Status: Exempt

General Position Summary:

Provides overall management and leadership of financial and business operations including providing strategic vision, direction and policy development. Is a member of the senior management team (Administrative Planning Team) and plays the primary role in representing KCLS on financial matters with the Board of Trustees, the Washington State Auditor’s office and other regulatory agencies. This position manages a team responsible for the financial operations of the library system, including payroll. The position also plays a key role in administering vendor contracts, inter-local agreements with other public agencies, and works closely with the Director of HR on evaluating and administering employee benefit programs.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Plans, directs and manages KCLS business finance operations (including accounting, purchasing and payroll functions) and risk management.
2. Provides overall leadership to Finance staff including their selection, training and development, performance evaluation, coaching and counseling, disciplinary action and other human resources issues.
3. Develops and implements department goals, objectives, priorities, and budget.
4. Develops, recommends and implements policies and procedures, department structure and systems to achieve department and system wide objectives.
5. Plans and implements KCLS-wide budget process including establishing schedules; collecting, analyzing and consolidating financial information; and leading development of a system-wide long-range financial plan.
6. Participates on the KCLS Administrative Planning Team (APT) to set KCLS policy, determine the organization’s strategic vision and direction, and to provide general leadership for the library system.
7. Ensures that accurate and timely financial information is reported to various internal and external contacts including the Board, Director, APT members, State Auditors, regulatory agencies, and other county and library departments.
8. Oversees financial activities for other entities such as Capital Facilities Areas and joint ventures. Establishes and maintains appropriate policies, procedures and accounting systems for these entities.

9. Develops and administers vendor contracts and inter-local agreements with cities and county institutions.

10. Partners with Director of HR on annual review and analysis of employee benefit programs.

11. Reviews, analyzes and reports on legislation and related documents from State and Federal governments, which impact KCLS fiscal procedures and operations.

12. Performs special projects as assigned by the Director.

Secondary Duties:

1. Participates in professional associations, meetings and activities. Attends workshops, seminars and conferences to enhance job competencies.

2. Attends and actively participates in various internal and external committee meetings and agency boards and activities.

3. Performs other related duties as assigned.

Communication:

The position has continuous contacts with the staff, internal and external customers, other government agencies, bond and legal counsel, outside auditors and insurance brokers. Formal presentations to the Board of Trustees, Director, Committees, APT members and staff are a regular part of position responsibilities. The contacts contain non-routine and complex business information that requires discussion, explanation, negotiation, persuasion, interpretation and analysis. Resulting impact is critical to the well being of the library.

Initiative:

The position is expected to set policies and procedures that apply to the entire organization. The position is responsible for solving problems that affect all of KCLS and is required to develop and implement new programs, systems, services and concepts that enhance the goals and objectives of the organization. The position involves a high degree of complexity considering the level of decision making and the impact across the organization, the need to forecast the organization’s future financial status, the variety of demands placed on it, the nature of problems encountered and the need to interact with a variety of personalities. The position encounters frequent and varied work situations and operates independently collaborating with others when unusual or complex problems or situations are encountered. Decisions are typically made within broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position has substantial long-term strategic planning and goal setting responsibilities. Decisions have a broad
and far-reaching impact across KCLS. Work is occasionally checked by the Director, State Auditor or outside legal and bond counsel.

**Leadership:**

The position is responsible for mentoring as a senior management team member and takes a leadership role in modeling and promoting KCLS values across the organization and as a representative of KCLS in the community.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Bachelor’s degree from an accredited college or university with a major in Accounting, Finance, Business or Public Administration, or a closely related field. A CPA or MBA is preferred.
- Ten years of progressively responsible accounting or finance experience including at least 3 years of senior financial management and supervisory experience. Public sector accounting experience is preferred.
- Experience managing an accounting department, leading the annual budget process and developing and reviewing financial projections.
- Or other combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

**Necessary Knowledge, Ability and Skills:**

- Thorough knowledge of finance, accounting and budgeting practices including Generally Accepted Accounting Principles (GAAP).
- Extensive knowledge of local, state, and federal regulations related to accounting, finance, reporting, and payroll.
- Thorough knowledge of internal control and audit principles and procedures.
- Considerable knowledge of principles of supervision and management.
- Knowledge of public sector requirements and procedures including Budgeting Accounting & Reporting System (BARS) desirable.

**Ability to:**

- Effectively manage employees to maximize their productivity and potential.
- Ability to develop budgets and year-end financial reports.
- Adapt to changing needs, recognize and set priorities; plan, coordinate and organize own work and work of others.
- To establish and implement financial goals and objectives for the entire organization.
- Use diplomacy and tact to establish and maintain relationships with internal staff, subordinates, members of Board, APT members and outside contacts.
• Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
• Persuade others whose objectives may differ from those of KCLS.
• Evaluate problems and find cost effective solutions.
• Anticipate future financial or accounting needs/problems and plan for their correction.
• Analyze and use complex financial information.

Skill in:

• Assessing situations/problems and logically finding solutions.
• Applying appropriate legal requirements to varying situations.
• Analyzing and reporting complex financial data.
• Communicating effectively, creating persuasive messages and making presentations to a wide range of individuals and groups.
• Negotiating and administering outside contracts.
• Providing positive leadership and communications to the organization.
• Working in highly collaborative environment.
• Developing and training staff members.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk and hear; to use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work involves substantial overtime, evening and early morning meetings, constant sitting, extensive close work and use of PC monitor. The incumbent experiences frequent interruption, tight deadlines, and incumbent frequently uses the computer, printer, and telephone.

Advancement Possibilities:
Open depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: __________________________

                          Director of HR

Final:  7/31/01
Revised: 1/1/09
Revised: 12/13/2013