

FINANCE OFFICER

Description

Nantahala Regional Library is seeking to hire a Finance Officer. This position will begin with a part time training period for 30-60 days depending on experience. Upon successful completion of the training, this person will be appointed NRL's next Finance Officer which will be a full-time position with benefits.

Job Details

- Part Time: 20 Hrs/week (for 30-60 days) Full Time: 37.5 Hrs/week after training period
- Pay: \$18/hr for training period. Full-time pay based on experience and ability to complete training.

FINANCE OFFICER

An employee in this class is responsible for the financial, purchasing and general business management activities of a regional library system.

ILLUSTRATIVE EXAMPLES OF WORK

Advises the Director on administrative matters pertaining to the budget and business management and keeps the Director informed as to the financial condition of the library through oral and written reports. Jointly with the Director, maintains employee benefits programs; reviews periodically for currency and cost. Also maintains all Library System insurance policies, including building, worker's comp, auto, liability and any other insurance related issues.

Attends Library Board meetings, reports on financial operations, both orally and in written form, recommends any budget amendments and serves as fiscal officer to the Board. Prepares financial statements for the Board of Trustees, monthly or more often upon request.

Develops and manages the regional library budget in coordination with the Regional Director and the Librarians and presents the budget to the Library Board.

Reviews and approves bills, invoices, debit card transactions or other claims. Also responsible for all receipts and deposits of money.

Tracks expenditures for federal, state, local and private grants, prepares requests for reimbursement and ensures grant funds are received.

Responsible for filing required federal and state tax forms and other governmental reports as needed, also responsible for filing required annual financial reports for the State Library and

ensures compliance with federal, state and local laws, regulations and codes as well as all Nantahala Regional Library system policies and procedures.

Responsible for preparation and verification of monthly payroll, maintenance of payroll records and annual verification of W-2 and 1099 forms and others as may be required by law. This does include filing benefits, withholding taxes, FICA, retirement contributions and other payroll related forms and distributions.

Responsible for providing all information for annual audit to the Professional auditor, annual budget, and comprehensive financial report.

Prepares or reviews requisition and purchase orders for supplies, materials and equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the theory, principles, practices and methods of accounting is preferred. Knowledge of software and equipment specifically related to accounting. Knowledge of Peachtree Accounting Software is preferred.

The ability to establish, maintain and advocate effective working relationships with other community organizations, community leaders, government officials, patrons and employees.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from a college or university with major course work in accounting, business administration is a plus and equivalent experience will also be considered.

FULL TIME EMPLOYMENT BENEFITS (After Training Period**)**

Paid Health and Dental Insurance
Paid Short-term disability
Paid Vision Insurance
Retirement
Paid vacation and sick leave
Paid Holidays

TO APPLY

Please complete employment application and send with Resume to:

Nantahala Regional Library
11 Blumenthal St.
Murphy, NC 28906