

JOB TITLE: Finance and Human Resources Manager

DEPARTMENT: Administration

JOB SUMMARY: Reporting to the Executive Library Director, this is a highly responsible administrative position. The Finance and Human Resources Manager maintains the Library's financial records and manages all accounting functions, including payroll, in accordance with generally accepted accounting standards and practices. The position is also responsible for maintaining employee-related records, administering employee benefits, and advising on personnel policies. The Finance and Human Resources Manager works routinely with all levels of Library staff and vendors to address financial and human resources matters.

DUTIES AND RESPONSIBILITIES:

1. Oversees the Library's accounting activities and prepares financial statements and reports on a regular basis and as requested.
2. Manages accounts payable activities, including but not limited to issuing purchase orders, verifying materials receipt, documenting payables, check preparation for Board signature, and updating vendor accounts.
3. Manages the Library's payroll process, including reviewing timecards and employee time-off balances, preparing and submitting payroll to the outside vendor, and ensuring accurate and timely payroll processing.
4. Maintains personnel records, including completion of necessary paperwork for new hires and terminations.
5. Coordinates banking activities, including deposits, bank reconciliations, and monitoring cash balances.
6. Responsible for the administration of all employee benefit plans, such as medical, dental, vision, life, disability, defined contribution plan, COBRA, etc. Facilitates annual open enrollment in conjunction with 3rd party insurance services.
7. Maintains fixed assets/depreciation software and inventory in coordination with the Associate Library Director, IT Director, and Branch Manager.

8. Oversees federal and state tax payments and ensures timely and accurate completion of required regulatory filings and reports, including 1099s, federal Bureau of Labor Statistics (BLS) reporting, and Michigan Unemployment Insurance Agency (UIA) reporting.
9. Supports the administration of donations, gifts, and memorials and donation-related processes. Maintains donation records and is responsible for donation reporting, reconciliation, and related financial records.
10. Has primary responsibility for audit preparation including year-end procedures and reports prior to audit, production of documentation at auditor's request and other tasks as requested by auditors.
11. Supervises petty cash accounts.
12. Evaluates, recommends, and implements accounting and personnel policies and procedures. Maintains up-to-date written documentation for procedures.
13. Works with Executive Library Director and departmental leaders in budget preparation, forecasting, and reconciliation projects.
14. Maintains Library's accounting software. Coordinates with software vendor to ensure upgrades are implemented in a timely fashion and verifies post-upgrade functionality.
15. Archives the Library's financial and HR records in accordance with the library's record retention schedule.
16. Assists the Executive Library Director with any special financial/benefit related projects as requested.
17. Contributes to a positive working environment and organizational unity by communicating to peers and supervisors within the library.
18. Prepares for emergencies and helps maintain a safe work environment
19. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Degree in finance or accounting (preferred). Minimum of three years professional experience. Municipal, library, or other non-profit experience preferred.

2. Accounting software proficiency (Acumatica preferred).
3. Proficiency in use of Microsoft Office products, especially Excel and Access.
4. Ability to work independently and assume responsibility.
5. Absolute dedication to integrity and confidentiality.
6. Excellent organizational skills.
7. Strong oral and written communication skills, including the ability to explain benefits concepts in basic terms.
8. Ability to establish and maintain effective working relationships with staff, supervisors, Library Board, and vendors.
9. High standard of work, with goal of “zero errors.”

PHYSICAL ACTIVITY REQUIREMENTS:

(Degree of physical demands (strength) usually associated with the essential functions of the position)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Light Work usually requires standing or sitting to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, keyboarding, talking, hearing and seeing.

REPORTING RELATIONSHIPS:

Reports to Executive Library Director. May supervise administrative assistant, contractual employees and volunteers.