



JOB VACANCY ANNOUNCEMENT

Position Classification:	Finance Manager
Salary:	\$53,268 / annually
Description:	See attached job description
Opening Date:	August 14, 2017
Closing Date:	September 1, 2017
General Requirements:	Must have a bachelor's degree in Accounting or Finance with knowledge of public library services and/or library experience; must understand the basic routine of the library; must have excellent mathematical and organizational skills.
Applications:	Employee applications may be obtained and returned to any library branch or mailed to the Main Library at 151 Library Drive, Houma, LA 70360. Also available on the library's website at http://mytpl.org .
Selection:	A review of the applicants' qualifications will be made by the library director and assistant director to evaluate all candidates' experiences. Only applicants who meet the basic requirements will be considered for this position. The applicant most qualified will be chosen for the position.

Finance Manager

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance from an accredited university
- Prior experience with Microsoft Office suite
- Must be mathematically sharp
- Must be able to manage multiple tasks at once
- Prior experience with Sage ERP AccPac software and Asset Keeper a plus
- Ability to lift and move items and materials up to 30 lbs. in weight

GOAL:

- To provide library budget reports according to standard accounting practices with the anticipation of long-range fiscal goals for the library system

SUPERVISOR:

- Library Director

DUTIES:

1. To prepare accurate financial statements in a timely manner
2. To prepare bi-weekly payroll
3. To collect and pay monthly invoices in a timely manner
4. To prepare audit reports in accordance with the law
5. To collect statistical records and operating money from all library branches
6. To assist with preparing statistical reports as required
7. To attend Library Board of Control meetings
8. To be adaptable to changes in technology and accounting software
9. To stay abreast of changes in financial rules and regulations
10. To maintain the confidentiality of all records and personnel actions
11. Reconcile library bank statements monthly
12. To complete any year-end tax forms (i.e. 1099, misc.)
13. Maintain records on fixed assets
14. To understand fiscal long-range goals by being familiar with physical plans, library goals and objectives, and financial projection
15. To participate in staff development through continuing education classes
16. To work cooperatively and in professional harmony with staff members, administrators, and the community
17. To follow policies and procedures in the library policy manual and personnel handbook
18. To perform other related duties as required by superordinate

Signature

Date