

Position Title	Finance Director		
Working Title			
FLSA Status	Exempt	Job Code	
Salary Band	D1	Revised	01/2019

General Purpose

Plans, develops, directs, and maintains the District's finance, purchasing, risk management, and physical plant maintenance functions in a manner that supports the District's strategic plan, mission, goals, and objectives.

Illustrative Examples of Duties and Responsibilities

Monitors operational effectiveness, develops and recommends new or revised policies and procedures impacting operational areas of responsibility; assures financial policies, procedures, and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.

As a member of the District's executive Leadership Team, participates in formulating and implementing District policies, procedures, programs and services; provides financial advice to District staff for finance or business-related issues and provides training to staff as needed.

Develops tools and systems to provide critical and timely financial and operational information to the Executive Director; prepares long-range financial forecasts including revenue and expenditure estimates; makes actionable recommendations on both strategy and operations; oversees long-term budgetary planning and cost management to ensure alignment with the District's strategic plan, mission, and goals.

Prepares the District's annual budget and monitors budget compliance; coordinates the development and monitoring of department budgets with the responsible manager and executive director; provides revenue and expenditure status reports, and recommends mid-year adjustments when needed.

Monitors cash-flow planning and ensures availability of funds when needed; responsible for cash, investment, and asset management. Manages the District's General Operating Fund, Capital Projects Fund, and, as applicable, the Construction Fund and Debt Service Fund. Directs financing strategies and activities, and fosters long-term banking relationships.

Directs and manages the District's debt financing obligations as warranted. Recommends the appropriate method for obtaining short- or long-term financing such as General Obligation Bonds, Tax Anticipation Notes and Special Purpose Bonds; e.g., Library Capital Facility Area bonds. Collaborates with the District's Financial Advisor, Bond Counsel, and underwriters as required. Prepares the necessary documentation, budgets, financial statements, financial forecast and justification; ensures appropriate repayments are distributed as required. Monitors and records the District's potential arbitrage liability.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
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 Argonne Library
 509.893.8260

Cheney Library
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 Deer Park Library
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Fairfield Library
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 Medical Lake Library
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 North Spokane Library
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Maintains accounting system compliance with state BARS and GASB requirements; ensures proper controls and accountability for all accounts and funds; maintains financial accounting and prepares annual financial reports for all funds; coordinates District participation in annual financial and compliance audits.

Ensures the District's risk management policies and strategies comply with applicable regulations, rating agency standards, and strategic obligations of the District. Evaluates property and liability insurance requirements, including cyber liability and public officials and employment practices coverage; ensures the District maintains the appropriate insurance coverage with the requisite coverage limits.

Assists the Human Resources Director and Operations Director in coordinating risk management activities related to their areas of responsibility. Coordinates with the Chief Human Resources Officer regarding employee health benefits, member and employee accident or injury reporting, and other safety-related issues.

Administers general journal, accounts receivable and payable, including vendor and employee payroll check production and direct deposit payments.

Administers and troubleshoots general accounting, accounts payable, payroll, attendance, timekeeping and HR software systems; interfaces with software vendor to resolve problems.

Directs purchasing and contracting activities, except library materials and IT hardware and software; administers general office and library supply inventory, inventory control, and distribution system; manages fixed asset control and coordinates the disposal of surplus fixed assets.

Performs other related tasks as necessary.

Supervision

Reports to: Executive Director

Supervises: Finance Manager, Facilities Manager

Minimum Qualifications

Required

- Bachelor's degree in financial management, accounting, business or public administration
- Active CPA license
- Five years of recent progressively responsible hands-on management-level experience in public sector accounting, preferably municipal government or special purpose district accounting



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- Experience in governmental budgeting, financial reporting, purchasing, revenue collection and investment management.
- Three years management/ supervisory experience.
- Two years of experience in computerized accounting and financial software
- Must be bondable

Preferred

- Master's in Business or Public Administration
- ABRA and MAS 90 experience

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- Current theory and practice of modern governmental accounting, financial reporting, budgeting, and financial management.
- Computerized accounting and reporting systems, including general ledger, accounts payable, payroll and timekeeping systems; internal financial control practices and procedures.
- Cost and revenue analysis.
- Management and supervisory practices and procedures, including management by objectives.
- Risk management principles and practices.

Skill in

- Use of computer systems and various accounting and business software programs.
- Analytical and abstract reasoning.

Ability to

- Develop and implement short and long-term financial plans and goals for a public sector organization.
- Develop and implement modern internal control, budget, and accounting procedures and records that comply with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.



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- Prepare, interpret, and analyze financial reports and statements.
- Organize and express ideas effectively in oral and written communications.
- Establish and maintain effective working relationships with subordinates, other District officers, Board of Trustees, library Executive Director and the general public.
- Consistently demonstrate quality customer service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.
- Maintain confidentiality of information.
- Establish and maintain effective working relationships in a team environment.
- Use initiative, problem-solving skills, and sound judgment.

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. Travel to a variety of locations to perform work and/or attend meetings is required. Meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the environmental requirements of the position.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the 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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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