GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position performs difficult financial and accounting work involving detailed research and analysis of accounts for Libraries and Information Services. Reports to the Director of Libraries.

ESSENTIAL JOB FUNCTIONS

Plans, develops, implements, and administers complex fiscal programs and budgets. Monitors and directs appropriations, expenditures, and revenue fund transfer documents; ensures proper bookkeeping procedures. Responsible for accounts payable and accounts receivable; performs forecasting and trend analysis and makes recommendations for cost containment. Reviews financial status, prepares spreadsheets, government accounting reports and related documentation. Responsible for the development and establishment of fiscal operating policies and procedures.

Responsible for the effective supervision and administration of the administrative and library materials delivery staff including staff development, prioritizing and assigning work, performance management, employee relations, and related activities.

Oversees department purchasing card activities to include requesting new or changes to credit cards as well as reporting of expenses; approves P-Card expenditures for branch managers and administrative staff; reviews and balances PIN Chip, Virtua, and Comprise transaction reports; processes invoices for payments; serves as the liaison with the Finance, Purchasing, and Treasurer’s Department as needed. Provides training on the City’s financial accounting system.

Monitors and manages financial reports of department grants; develops detailed reports and spreadsheets to track grant funding expenditures; organizes and updates grant files; compiles financial data, audits and balances accounts for annual financial report to the Library of Virginia.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to inquiries and complaints; provides information on policies and procedures.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
REQUIRED KNOWLEDGE

- **Accounting** – Comprehensive knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Comprehensive knowledge of basic budgeting principles and practices.
- **Financial Administration** - Thorough knowledge of the concepts, principles, practices, laws, and regulations which may apply to financial management for local government operations.
- **Supervision** – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- **Customer Service** – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- **Judgement/Decision Making** – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees at all levels of management to include representatives from other departments and organizations. Effectively handles inquiries, complaints from or disputes with patrons and staff from outside agencies.

REQUIRED ABILITIES

- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- **Accounting/Budgeting** - Ability to perform complex arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.
- **Communication** – Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in Financial Management, Accounting or Business Administration and 1-2 years of progressively responsible financial management experience with one (1) year of lead or supervisory experience or an equivalent combination of education and experience.
ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check, sex offender registry check, and a valid driver’s license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.