

# SNO-ISLE LIBRARIES

## FINANCE DIRECTOR

### Organization Overview

**E**mbark on a meaningful journey where your passion for learning, commitment to public service, and love for literature converge. Join the Sno-Isle Library District as we move forward into an exciting future of library services for our customers and community.

Every day is an opportunity to make a difference in the lives of over 800,000 residents across two counties. Your journey towards professional growth and community connection starts here! Our libraries are the gateway to things yet unimagined, and we want you to help create that experience for future generations at Sno-Isle Libraries.

We are committed to fostering an inclusive and diverse environment, ensuring equitable access to opportunities for both personal and professional development. Join us in creating a library experience for our diverse communities, where your contributions play a pivotal role in building a more inclusive and connected future for everyone.

***“...our community is connected to their library***

***...engage and inspire our communities through equitable access to knowledge and resources”***

**About Us:** Sno-Isle Libraries serves over 800,000 residents in Snohomish and Island counties through 23 community libraries, online services, and Library on Wheels. **Our Vision:** Everyone in our community is **connected** to their library. **Our Mission:** We engage and inspire our communities through **equitable access** to knowledge and resources. You can view our 2023 Community Report [here](#), and learn more about Sno-Isle Libraries on our website [www.sno-isle.org](http://www.sno-isle.org)



## Role Overview

The **Director of Finance** is a proven leader who understands government policy and operations, is organized, results-oriented, customer service focused, and a creative problem solver.

This position reports to the Executive Director and serves as a strategic partner and member of the Library District's senior leadership team. This role involves interaction with staff from all levels of the organization, overseeing the Library District's finances, leading and developing an internal team supporting full-service accounting and finance, business planning, budgeting, procurement, contracting, and compliance.

***“...a proven leader who understands government policy and operations, is organized, results-oriented, customer service focused, and a creative problem solver.”***

This role requires the incumbent to possess exceptional strategic leadership, accounting and finance expertise, project management skills, dedication to diversity, equity and inclusion, and to be a driver of efficiency and innovation.



## Responsibilities

### Financial Leadership

- Develops financial well-being of the organization by providing financial projections and accounting services, preparing growth plans, and directing staff.
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; and accumulating capital to fund expansion.
- Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- Champions the organization's commitment to equity, diversity and inclusion by monitoring and addressing disparities in financial practices and outcomes; Collaborating with diverse stakeholders to ensure financial decisions consider the needs and perspectives of all members of the organization; Celebrating diversity as a strength and supporting efforts to continually grow as a culturally competent organization.

- Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.
- Reports financial status by developing forecasts, reporting results, analyzing variances, and developing improvements.
- Accomplishes finance and organization mission by completing related results as needed.
- Monitors monthly and year-end financial statements, ensuring accuracy and compliance.
- Serve as a key liaison between finance and other departments, fostering cross-functional collaboration.

---

## Budgeting & Compliance

---

- Prepares budget and levy resolutions, ensuring legal compliance.
- Coordinates the development and monitoring of budgets.
- Stays abreast with and incorporates equity-based practices into the budget process and helps coach and guide the organization around these practices.

---

## Strategic Guidance

---

- Establishes finance operational strategies by evaluating trends; establishing critical measurements; prioritizing equity and inclusion; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; and implementing change.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction and establishing functional objectives in line with organizational objectives.
- Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans.
- Participates in planning committees and contributes to organizational strategy.
- Advises on process improvements, internal controls, and financial procedures.

---

## Financial Reporting & Analysis

---

- Creates financial statements for the Board of Trustees.
- Coordinates and leads the annual audit process, interacts with external auditors and the finance committee of the Board of Trustees.
- Monitors insurance needs and coordinates renewals.
- Manages cash flow and forecasting.
- Effectively communicates and presents critical financial matters to the Board of Trustees.

---

## Qualifications/Skills

---

- Extensive management and leadership experience in a public sector setting or demonstrated ability to lead finance in a public sector setting, operating within a political, regulatory, and financial environment.



- Progressively responsible experience in strategic planning and strategic financial planning, and management level administration.
- Ability to analyze and anticipate issues, demonstrated experience in assessing the financial and operational impacts of alternative decisions, and providing proactive and results-oriented solutions to meet critical business needs.
- Experience in implementing equity, diversity, and inclusion initiatives, knowledge of equitable financial practices, or a demonstrated understanding of the intersection between finance and social justice.
- Demonstrated experience communicating and presenting information, both written and oral to all levels both internally and externally. Experience working with and presenting to Boards of Trustees, elected officials, and leadership of other government entities.
- Demonstrated experience managing competing community-based and political interests where goals may conflict with budgetary constraints.
- Demonstrated ability to develop and implement strategic initiatives, policies, processes, systems, and change-management.

---

## Education, Experience & Licensing Requirements

---

- Bachelor's and/or Master's degree in business, finance, accounting, or a related field, OR equivalent experience.
  - Minimum ten years of experience in positions of increasing responsibility and leadership in accounting and finance.
  - Five years of progressive experience in a broad range of administrative, negotiation, facilitation, and management skills.
  - Experience in senior financial-management role, partnering with executive staff, resulting in the development and implementation of financial management strategies.
  - Knowledge of governmental accounting, budgeting, procurement, contracting, and cost control procedures.
  - Extensive knowledge of GAAP, GASB and/or FASB and financial reporting technical skills.
  - Proficiency in automated financial software, Human Resources Information Systems, and Microsoft Office Suite.
- 

## Additional Information

---

- The Director of Finance will attend monthly Board meetings.
  - Knowledge of records management in accordance with Local Records Management Act and GASB standards.
  - Active participation in library outreach activities as requested.
- 

## Additional Duties & Responsibilities

---

- May act in the absence of the Executive Director.
- Assist with special projects as required.
- Attend meetings, trainings, and workshops to support learning and development.
- Train new staff as needed.
- Perform other duties as assigned.

- Demonstrated leadership ability, team management, and interpersonal skills.
- Demonstrated experience in or knowledge of public accounting, including fund and grant accounting, procurement and contracting, compliance, and financial reporting.



## Key Priorities

- Establish rapport, trust and positive working relationships with all key stakeholders including the Executive Director, Leadership Team, Finance and other teams of the organization, and the Board of Trustees as well as external stakeholders (local municipalities, State and Federal elected officials, local Tribes, and other community partners).
- Develop and implement short and long-term capital plans.
- Provide sound guidance on grants and loans that Sno-Isle Libraries is considering.
- Establish a long-term financial plan with leadership and the Board of Trustees.
- Serve as a champion for social justice, equity, diversity and inclusion.
- Seek alternative sources of revenue to help diversify funding.
- Make a concerted effort to understand current processes and procedures before making any recommendations for improvement.
- Stay current, and ensure the Finance Team stays current, on evolving technology and other advances in the industry.
- Ensure that the Finance Department remains focused on customer service and viewed as a positive working partner to all teams of the organization.

## Ideal Candidate Profile

The ideal candidate will be an inclusive, transparent servant leader, who remains dedicated to the mission of Sno-Isle Libraries. Working closely and effectively with the Executive Director, the Leadership Team, and Finance Staff, they must be committed to organizational growth through teamwork. The successful candidate will be a responsive, strategic, and forward-thinking executive with evident multi-level cultural competency.

The ideal candidate must also have a collaborative approach, a highly inclusive management and leadership style, strong professional ethics, unquestioned integrity, professionalism, and a positive work ethic. An inter-disciplinary person who is accustomed to working with a wide variety of internal and external stakeholders, they will be an effective communicator with the capacity and desire to collaborate with others and be a team player.

This individual will be an active listener who patiently and sincerely seeks input from all stakeholders. The ideal candidate will foster a workplace culture and environment where all staff look forward to coming to work. The ability to communicate with clarity and motivate people is a critical requirement. A positive outlook and a highly developed, appropriate sense of humor are also desired.

**Location:** Marysville, WA  
(relocation assistance available)

**Salary Range:** \$147,555 - \$209,539

image from <https://www.marysvillewa.gov/>



**HERD FREED HARTZ**  
EXECUTIVE SEARCH PARTNERS

For confidential inquiries and more information, please contact:

**Fred Pabst**, Partner | [Fred@HerdFreedHartz.com](mailto:Fred@HerdFreedHartz.com)