

Assistant Director of Finance - Contracts and Compliance

JOB TITLE: Assistant Director of Finance - Contracts and Compliance

FLSA STATUS: Exempt

GRADE: 43

DEPARTMENT: Finance

APPROVED DATE: 03/2023

REVISED DATE:

Job Summary

The Assistant Director of Finance - Contracts and Compliance provides strategic, collaborative, high-level financial outcomes, driving recommendations and decision-making around all areas of accounting, procurement and contracts management. This position weighs and evaluates multiple complex and theoretical factors with independent judgment while remaining strategically focused. This position works closely with the Finance Director to ensure internal, technical, and statutory requirements include equity and fairness principles around the financial, procurement and internal controls processes for the Library District and other non-profit agencies serviced under contract with the Library District.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical

assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Responsible for the successful management and execution of contracts and agreements for the library district.
2. Responsible for system-wide accounting, financial reporting, and procurement including oversight for these functions.
3. Responsible for all public procurement processes and compliance for the library district.
4. Serves as an authority on interpretation of accounting and procurement policies and practices, weighing compliance risk with operational and organizational needs; ensures integrity of library district operations and compliance with standards and requirements.
5. Coordinates, oversees, and collaborates with other accounting and finance personnel to balance professional standards with organizational strategy.
6. Develops, implements, and facilitates the organizations' goals, objectives, policies, and priorities to ensure embedded EDI principles to support team growth and organizational vision.
7. Serves as a finance representative fostering collaborative and inclusive relationships.
8. Works in partnership with other departments and staff in managing the business processes and integration of technological solutions and internal controls compliance for financial, accounting and procurement functions to support libraries services.
9. Supports and encourages adherence to the organization's strategies and objectives with an equitable lens.

Additional Duties and Responsibilities

1. May act in the absence of the Finance Director.
2. Assist with special initiatives as required.
3. Train new staff as needed.
4. Attend meetings, trainings, and workshops to support ongoing learning and development.
5. Perform other duties as assigned.

Supervision

This position reports to the Finance Director. This position directs the work of professionals who manage and support accounting and procurement activities. This position also directs the work of the entire Finance staff in the absence of the Finance Director.

Knowledge, Skills, and Abilities

1. Thorough knowledge of accounting principles and procedures (GAAP, GASB) and internal controls.
2. Thorough knowledge of business administration, budgeting, fiscal management, investment and cash management, purchasing practices, accounting, and auditing standards, including knowledge of the State's regulatory requirements for public entities on a Cash Basis of accounting. Demonstrated ability to identify, document and implement internal controls and process documents.
3. Knowledge and understanding of policies and procedures in accordance with accounting and state regulations or requirements. Demonstrate a strong ability to maintain integrity in custody of Library funds.
4. Demonstrated ability to provide excellent customer service.
5. Demonstrated ability to lead complex system-wide projects and collaborate with multi-layered, complex teams. Also demonstrated ability to work independently and to set priorities.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community and communicate effectively with diverse audiences.
7. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
8. Ability to provide solid and proactive risk assessment and creative mitigation mindset. Raise difficult issues early and often to ensure they are addressed appropriately and timely.
9. Ability to make timely, informed decisions taking into account the facts, goals, risks and constraints.
10. Demonstrate resiliency, flexibility, learning agility, determination in the face of setbacks. Ability to follow convictions in the face of adversity.
11. Demonstrated ability to balance strategic concerns with day-to-day activities.
12. Demonstrated ability to effectively direct and supervise. Maintain a work environment free of discrimination, harassment, and retaliation.

13. Strong organization and attention to detail, and problem-solving skills. Demonstrated ability to investigate the unknown, question the known, continuously seek improvements, and identify improvements or efficiencies in processes and functions. Strong analytical, critical thinking, and creative problem-solving capabilities.
14. Exercise a high degree of independent judgment and conceptualize, influence, and develop objectives, goals and guidelines for the department.
15. Demonstrated ability to direct and supervise the work of others in a way that enhances their performance and assures quality service. Maintain a work environment free of discrimination, harassment, and retaliation.
16. Demonstrated ability to communicate professionally and effectively, including ability to deliver presentations to a variety of public groups.
17. Demonstrated ability to operate complex automated systems such as ERP/Accounting software. Ability to operate relevant computer systems including hardware and software, such as Microsoft, Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. These skills and abilities typically are acquired through a combination of experience and training including university level education with a four-year degree in finance, accounting, business, public administration or a related field required.
2. At least seven years of experience in related finance, accounting, audit, business or public administration required.
3. At least three years of experience in a supervisory capacity is preferred.
4. CPA or MBA preferred.
5. Experience in government or non-profit accounting is preferred.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work of incumbents is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must operate computers for extended periods of time. An incumbent may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.