

## Finance Director

JOB TITLE: Finance Director

FLSA STATUS: Exempt

GRADE: 46

DEPARTMENT: Administration

APPROVED DATE: 04/2024

REVISED DATE:

### Job Summary

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.

### 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.*

#### Financial Leadership

1. Develops financial well-being of the organization by providing financial projections and accounting services, preparing growth plans, and directing staff.
2. 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.

3. Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
4. 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.
5. Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.
6. Reports financial status by developing forecasts, reporting results, analyzing variances, and developing improvements.
7. Accomplishes finance and organization mission by completing related results as needed.
8. Monitors monthly and year-end financial statements, ensuring accuracy and compliance.

#### Strategic Guidance

1. 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.
2. 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.
3. Participate in planning committees and contribute to organizational strategy.
4. Advise on process improvements, internal controls, and financial procedures.
5. Serve as a key liaison between finance and other departments, fostering cross-functional collaboration.

#### Budgeting and Compliance

1. Prepares budget and levy resolutions, ensuring legal compliance.
2. Coordinates the development and monitoring of budgets.

3. Stays abreast with and incorporates equity-based practices into the budget process and helps coach and guide the organization around these practices.

#### Financial Reporting and Analysis

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

#### **Additional Duties and Responsibilities**

1. May act in the absence of the Executive Director.
2. Attend Board meetings, trainings, and workshops to support learning and development.
3. Active participation in library outreach activities as requested.
4. Assist with special projects as required.
5. Train new staff as needed.
6. Perform other duties as assigned.

#### **Supervision**

The position reports to the Executive Director. Reporting to this position are the Finance Managers who direct the work of staff in performing financial functions.

#### **Knowledge, Skills, and Abilities**

1. 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.
2. Progressively responsible experience in strategic planning and strategic financial planning, and management level administration.
3. 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.

4. 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.
5. 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.
6. Demonstrated experience managing competing community-based and political interests where goals may conflict with budgetary constraints.
7. Demonstrated ability to develop and implement strategic initiatives, policies, processes, systems, and change-management.
8. Demonstrated leadership ability, team management, and interpersonal skills.
9. Demonstrated experience in or knowledge of public accounting, including fund and grant accounting, procurement and contracting, compliance, and financial reporting.
10. Knowledge of records management in accordance with Local Records Management Act and GASB standards.

## **Education and Experience**

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

1. Bachelor's and/or Master's degree in business, finance, accounting, or a related field, OR equivalent experience.
2. Minimum ten years of experience in positions of increasing responsibility and leadership in accounting and finance.?
3. Five years of progressive experience in a broad range of administrative, negotiation, facilitation, and management skills.
4. Experience in senior financial-management role, partnering with executive staff, resulting in the development and implementation of financial management strategies.?
5. Knowledge of governmental accounting, budgeting, procurement, contracting, and cost control procedures.?
6. Extensive knowledge of GAAP, GASB and/or FASB and financial reporting technical skills.

7. Proficiency in automated financial software, Human Resources Information Systems, and Microsoft Office Suite.

### **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 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.

An incumbent may occasionally travel to the various community libraries in the District to meet with staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel.