

Classification: Finance and Human Resources (HR) Coordinator
Grade: 9
Status: Full-time
Departments: Administration
Reports to: Director
FLSA Status: Exempt
Last Updated: 02-20-2024

Position Description: The Finance and HR Coordinator is responsible for managing the financial and human-resources related activities for the Viking Library System (VLS). Duties include payroll processing, billing and invoicing, fiscal grant management, and human resources management. Serves as a consultant to the Director in all areas of finance and human resources, including laws, regulations, and standards.

Supervision: Given and received

- Given: None
- Received: Consistently works without direct supervision and follows established policies and procedures, referring unusual problems to the Director for suggestion. In the absence of the Director, serves as staff-in-charge in coordination with the Public Library Consultant and Legacy Coordinator, IT Coordinator, and Office Coordinator.

Essential Duties and Responsibilities:

Administration

Finance—65%

- Maintains a documented system of accounting policies and procedures to ensure integrity, accuracy and completeness of accounting entries and financial reports
- Manages the annual budget process in collaboration with the Director and Governing Board
- Prepares monthly financial reports for Governing Board and Executive Committee meetings and other reports as requested
- Manages accounts payable and receivable, including billing and invoicing, and ensuring timely payment of all bills
- Prepares bank deposits and maintains petty cash
- Manages, prepares and processes payroll, including direct deposits, earnings statements, and payroll taxes in compliance with all applicable laws and regulations
- Monitors bank accounts and utilizes cash management to obtain the best rates-of-return in compliance with all policies, laws and regulations
- Completes monthly and year-end adjustments and reconciliations in accordance with Generally Accepted Accounting Principles
- Prepares year-end employee W-2 forms and other employee benefit forms
- Prepares 1099s and other tax paperwork
- Assists with audit preparations and process
- Assists the Director with the preparation of grant and aid applications, monitoring, fiscal management, and reporting
- In coordination with the Director and IT and Office Coordinators, maintains capital asset and depreciation schedule and maintains inventory records for the annual audit and insurance purposes; manages the sale of fixed assets in conformance of policies, laws and regulations

- Establishes, maintains, and performs internal controls
- Establishes and maintains contract templates for vendor contracting (e.g. performers and artists, cleaning and lawn and snow removal contractors, etc.) and reviews and initiates vendor contracts to benefit the system and comply with governmental rules and regulations
- Prepares RFPs and analysis tools for new vendor contracts and services
- In coordination with the Director, consults with member library directors and/or library boards on matters related to finance as related to library administration as appropriate

Human Resources—35%

- Consults with legal counsel as appropriate and directed by the Director
- Maintains compliance with federal and state employment laws and regulations and recommended best practices; reviews and updates policies, in coordination with the Director and Governing Board, to maintain compliance
- In coordination with the Director, recruits, interviews and hires qualified job applicants for open positions; collaborates with department supervisors to understand skills and competencies required for open positions
- Coordinates human resource activities, including compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, and training and development
- In coordination with the Director and Office Coordinator, implements programs that comply with OSHA safety requirements and oversees related record keeping
- Coordinates group benefits programs (group health, dental, life insurance, worker's compensation, health savings accounts, retirement plans, etc.); investigates new benefits programs and ways to improve existing programs
- Maintains employee database and files according to records retention schedule and in compliance with applicable state and federal laws
- In coordination with the Director, consults with member library directors and/or library boards on matters related to human resources, as appropriate

Other

- Serves on the administrative team to develop, plan and implement the VLS strategic plan
- May perform other duties as assigned or apparent

Position Requirements:

Education and Experience: Minimum of bachelor's degree in accounting, finance, business administration or related field. Minimum of 2-3 years of experience in financial management, preferably in a governmental or non-profit setting.

Knowledge, Skills and Abilities:

- Must successfully complete a background and driver's motor vehicle background check
- Working knowledge of accounting theories and practices and accepted procedures
- Knowledge of payroll tax and benefits reporting and general background in human resources practices
- Experience with automated accounting
- Strong customer service and communication skills
- Strong attention to detail and organizational skills. Checks work to ensure accuracy and completeness
- Ability to organize, prioritize and shift focus between multiple projects

- Ability to identify and resolve problems
- Ability to work independently and collaboratively with other staff
- Follow fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions
- Ensure all financial data is properly calculated and reported
- Safeguard fiscal resources and adhere to all internal control procedures designed to prevent and detect theft or misuse of funds; remains alert to security breaches and reports problems
- Ability to perform the physical/mental demands of the work environment requirements for this position
- Attendance during regularly scheduled work hours, and outside regular hours, as necessary
- Ability to use the equipment and software required for this position

Organizational Standards

- Remain flexible, receptive and adaptive to change
- Communicate tactfully with coworkers, board members, vendors, customers (including member library staff, library patrons, and delivery customers), and the general public
- Follow and adhere to organizational policies and procedures
- Maintain and safeguard confidential information and follow data practices requirements
- Understand and apply basic principles of good housekeeping and safety
- Ability to read, write, spell, speak and understand English, and do basic math
- Maintain VLS's reputation of providing a high-level of customer satisfaction

Equipment and Software

- Must be able to operate:
 - Computing equipment including desktop, laptop, peripherals, and mobile devices
 - Motorized vehicles
 - Two-wheel hand truck, book cart, and other hand-held tools
- May be required to operate office equipment including network copier, telephone system, scanner, and teleconferencing equipment
- Must be able to use Microsoft 365 tools including Outlook, Teams and OneDrive
- Must be able to use the Integrated Library System (ILS); training provided
- Must be able to use automated financial management software, such as QuickBooks
- Other equipment and software as added to VLS workflow and appropriate for use with assigned job duties

Physical Demands, Working Hours and Environment

- Generally daytime hours Monday through Friday; may be required to work beyond normal schedule
- The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; there is prolonged exposure to computer keyboards and video screens
- Works indoors in a climate-controlled environment approximately 95% of the time; while attending meetings, may be exposed to seasonal conditions in outside weather, approximately 5% of the time

General Notes

- This job description is not intended to be all-inclusive, additional details will be specified by the supervisor or Director

- Management reserves the right to change job responsibilities, duties and hours as needs prevail
- VLS is an at-will employer; this job description is a guideline and does not constitute a written or implied employment contract

ADDENDUM

This is a new position for VLS. VLS currently works with a third-party accounting firm to process our general ledger and quarterly P/R reports through Quickbooks, payroll, and tax withholdings and filing.

- Will work with the third-party accounting firm as VLS determines which (if any) functions may be retained with the third- party accounting firm and which will be brought in-house