

## **Part Time Accounting Manager**

Southern Tier Library System

Painted Post, New York

Southern Tier Library System is accepting applications for the position of Part Time Accounting Manager. The library system seeks an energetic candidate with a passion for providing administrative and accounting support services in a professional, high functioning office environment that supports the work of forty-eight public libraries across a five-county area.

### **GENERAL STATEMENT OF DUTIES**

This is a level 4 part time, non-exempt, professional position serving in a leadership role within the Division of Library Sustainability. The Accounting Manager provides support to library system administration relative to all aspects and approaches of accounting, budgeting, reporting, insurances, and elements of human resources. Areas of specialization include: accounting software, accounts payables & receivables, payroll, reporting (local, state and federal), independent audits, organizational insurances, NYS pension and retirement accounts. The Accounting Manager reports to the Executive Director and oversees the work of the Account Clerk.

### **ESSENTIAL FUNCTIONS OF THE POSTION**

Requires overall management of accounting (organizational receipts and purchasing), payroll functions, and development of fiscal controls in alignment with generally accepted accounting principles. Assists library system administration through planning, gathering, and providing relevant fiscal information. Serves as project manager for filing local, state and federal reports, works with internal and independent auditors, and understands library system staff contracts. Assists Account Clerk with administration of organizational insurances as well as NYS pension and retirement accounts.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrates comprehensive knowledge of generally accepted accounting practices and procedures.

Upholds professional values and ethics, and abides by all laws.

Understands and skillfully employs QuickBooks accounting software.

Utilizes spreadsheets, word processing, online interfaces, and multiple computer applications

Gathers statistics, analyzes information, and writes reports.

Respects and maintains confidentiality of organizational records.

Exhibits innovative, enthusiastic, and adaptive qualities.

Schedules time effectively, meets deadlines, and deals with interruptions.

Plans, develops, and, implements administrative duties including accounting and human resource functions.

Communicates well with colleagues, and expresses empathy for people.

Collaborates with other library system divisions, and aligns office goals with Plan of Service. Works cohesively in a team and project-based environment.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting or a related field, or Associates degree with relevant accounting experience or equivalent combination of training and experience sufficient to perform duties of the position.

### **EXAMPLES OF WORK**

- Assists and advises the Executive Director in developing, implementing, and evaluating the annual budget and organizational policies and procedures relative to finances and personnel.
- Manages accounting functions and preparation of reports and statistics detailing financial results.
- Establishes and maintains accounting practices to ensure accurate and reliable data necessary for business operations.
- Establishes, interprets, and analyzes complex accounting records of financial statements.
- Verifies and posts transactions to journals, ledgers, and other records.
- Analyzes, investigates, and corrects accounting entries as needed.
- Performs reconciliation of complex transactions and banking statements.
- Makes projections; develops statistical information.
- Provides individual budget account information to the Executive Director, Board of Trustees, auditors, and library system staff.
- Oversees accounts payables & receivables, payroll, organizational insurances, pension & retirement accounts, as well as benefits relating to library system staff contracts.
- Develops and maintains the organization's balance statement including assets, liabilities, and equity in partnership with independent auditors.
- Works cooperatively with library system staff to coordinate activities involving purchasing, payroll, and implementation of policies and contracts.
- Communicates directly with member library administrators and outside agencies to assist with financial matters relative to individual libraries or reporting.
- Compiles and inputs organizational financials for state and federal reports.
- Produces 1099, W-2 and W-9 statements for tax reporting, and files library system's Foundation 990.
- Works with and assists independent auditors in locating official organizational documents.
- Maintains print and electronic documents per organization's Records Retention and Disposition Policy.
- Assists Executive Director with ad hoc assignments.

## **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

- Required in-person office work with a flexible weekday schedule.
- Reasonable accommodations can be made to enable all qualified individuals to perform the essential functions.
- Occasional local travel.

## **Salary & Benefits**

Hourly rate is \$22 – \$26 per hour for this 19 hour per week position, and is commensurate with experience. New York State Retirement. Paid vacation, sick, personal and holidays based on organizational contract.

## **Application Process**

Applications are due Friday, February 10, 2023. Please submit (via e-mail) a meaningful cover letter, resume, and at least three professional references to: Brian Hildreth, Executive Director at [communitylibrarypartner@stls.org](mailto:communitylibrarypartner@stls.org).

STLS is committed to a diverse and inclusive work environment to ensure a wide range of experiences, perspectives, and skills. Our organization is continually evolving to meet the changing needs of our communities by establishing practices that promote innovative delivery of essential library services to the Finger Lakes, Southern Tier & Western New York.

Internal Posting: November 17, 2022

External Posting: November 23, 2022

External Reposting: January 6, 2023