

Finance Administrator

DEPARTMENT:	Finance
GRADE:	78
CLASS CODE:	FINAD
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
DATE:	created June 2021, revised January 2025

Summary:

Under limited supervision, the Finance Administrator oversees the daily operations and management of all finance systems, tools, applications and services for Timberland Regional Library. Individuals in this position analyze, develop and administer the district budget, oversee the receipt and reconciliation of revenues, maintain the general ledger and prepares a variety of financial records and reports. This position liaises with TRL Administration, the State Auditor and other relevant governmental agencies on an as-needed basis.

Reporting Relationships and Team Work:

An administrator may create plans and actions to achieve the objectives of the organization and may oversee employee work for a department or an organization. The Finance Administrator reports to the Operations Director and may provide daily supervision and direction to professional staff.

Work Location:

This is a Hybrid Remote position with the expectation for both in-office and remote work from home. The employer will outline specific days or times when employees are expected to be on-site, or travel throughout the five-county district to attend events, meetings, or programs. Expectations for communications and collaboration will be outlined in a Hybrid Remote Work Agreement. Required equipment or tools will be provided by the employer.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. 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.

1. Develops and directs the library's annual budget. Conducts budget analysis, drafts the preliminary and annual budget, and prepares supporting documentation and presentations for staff, Administration and Board of Trustees.
2. Reviews, maintains and analyzes all monthly financial statements and accounting records to include budget comparisons, payment summary reports, tax payments, and other internal financial documents for departmental stakeholders and the Board of Trustees.
3. Analyzes, summarizes and prepares long-range forecasts for library expenditures and revenue sources, including property tax, timber tax and other one-time and reoccurring income sources.
4. Oversees the general ledger, performing payroll and cash receipt reconciliations and reviewing financial accounting records to ensure transactions are recorded and discrepancies resolved in a timely manner. Trains Finance Department staff to enter transactions into appropriate ledgers, logs and other records of original entry in accordance with established procedure and in adherence with the Washington State Budget, Accounting and Reporting System (BARS) and all applicable local, state and federal laws.
5. Develops and maintains relationships with State Auditor Office (SAO) staff and other external auditors, acting as key liaison to facilitate the exchange of information during the audit process. Supervises the annual financial and accountability audits, resolves identified issues and collaborates with departmental stakeholders to answer questions and information requests. Responds to audit recommendations as needed.
6. Reviews and certifies the district's Annual Financial Report and Unclaimed Property filings in accordance with state codes and standards.
7. Performs position reporting, including the allocation, management, forecasting and collection of data regarding District staffing and FTE.
8. Oversees the accurate receipt, accounting and safeguarding of cash, checks, warrants, and other library valuables. Monitors cash-flow availability and establishes bank accounts as necessary and authorized.
9. Reviews, interprets and summarizes legislation, contracts, and other documents that pertain to the successful operation of the District. Designs and modifies policies, procedures, forms, reports and statements as needed to remain in adherence with state and local guidelines and reports to Administration any incidents not in compliance with district policy, state or federal regulations.
10. Participates in collective bargaining and negotiations on behalf of Administration.
11. Participates in long-range and strategic planning for future development and operation of the district.
12. Performs other duties as assigned or required.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with Library and department staff, other library systems, outside agencies, and vendors.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
6. Demonstrates a positive attitude and flexibility.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Current knowledge of the principles and practices of financial, business or public administration.
2. Extensive knowledge of budgeting and the preparation and administration of public funds.
3. Principles and practices of organizing and managing complex financial operations and personnel assigned a wide variety of work assignments.
4. Knowledge of cash accounting and governmental accounting.
5. Current knowledge of Federal and State laws, regulations and standards governing financial resources in public jurisdictions and governmental environments.
6. Ability to analyze and solve routine discrepancies, prepare and maintain accounting records, and act as steward of confidential financial information.
7. Efficiency in decision-making and prioritization with operational and procedural concerns.
8. Sound judgement and the ability to identify complex problems, evaluate solutions and implement change to the benefit of the organization.
9. The ability to analyze data, processes and procedures to develop meaningful fact-based reports and recommendations to improve service.
10. Ability to remain up-to-date with current and emerging trends in public sector financial management.
11. Facilitation of task forces, committees and council meetings.
12. Committed to Diversity, Equity, and Inclusion.

Technology Requirements:

- Strong computer skills, including the ability to manage and maintain financial software, word processing, complex spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used in payroll and financial management. TRL currently uses Tyler Technologies Incode.
- Library technology, resources, databases and software.

- Intermediate Microsoft Office Suite skills (Teams, SharePoint, Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business or Public Administration, and five (5) years of increasingly responsible finance, bookkeeping, accounting, and budget management experience, to include a minimum of one (1) year of experience planning for and providing work direction to others; OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- Must have a valid Washington State Driver's License and an acceptable driving record.
- Must pass and maintain a criminal background check. (per RCW 43.43)
- Certified Public Accountant (CPA) license is desired.
- Availability to work evenings and weekends and to adapt to schedule changes on short notice is required.

Physical and Environmental Conditions:

- Work is primarily done remotely or in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer