



Position Description

Job Title	Finance Analyst
Department	Library
Employment Status	Full time
Exempt/Non-Exempt Status	Non-exempt

Scope of Work

Under the general direction of the Library Director, this administrative position is directly responsible for managing the library's accounts receivable, accounts payable, payroll, financial record management, and cash receipting according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals; oversees financial development and fundraising efforts, including cultivating corporate and personal donors, direct donor marketing, and supervising implementation of fundraising plans and policies under the guidance of the Director.

Supervision

Received	Library Director
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **It is the Library's expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our patrons.**

- Compiles and monitors the Library budget and financial statements; maintains financial records.
- Provides information and generates reports related to general ledger accounts to the Director for review and submittal to the Library Board; generates and provides monthly reports to managers.
- Maintains the Library's ledger accounts and prepares journal entries as required; prepares monthly sales tax, miscellaneous postings and fund transfers.
- Counts and records daily cash receipts; prepares deposits for the Library and Friends of the Library; tracks and monitors deposits.

- Performs accounts payable tasks; verifies payment of invoices within approved policies and procedures; prepares a monthly list of invoices for the Director's review and submittal to the Library Board for review and approval.
- Performs accounts receivable tasks for CAFÉ services, System services and miscellaneous billings.
- Maintains and balances endowment accounts.
- Assists in the preparation of the annual budget, including making projections for salaries, benefits, revenues and expenses.
- Provide advice and counsel to Library Director and management team regarding new advances in state and local policy that effects financial operations, including overtime restrictions and retirement limitations.
- Build positive, sustainable relationships with partner organizations, policymakers, the community, the media (both traditional and social), and others.
- Oversees the development, implementation, and evaluation of volunteers, events, and social media to support fundraising and the development and management of Library Foundation.
- Hiring and managing any future staff, including the implementation and ongoing revision of personnel policies approved by the Board and managing the staff performance review process.
- Provides regular, timely internal financial statements to the Board of Directors that compare performance to budget and to the previous year or other established, strategic benchmarks.
- Performs human resources tasks; submits payroll, generates PTNs, calculates years of service and vacation earnings, tracks vacation and sick time balances, answers employee inquiries regarding pay and benefits.
- Ensures purchasing and spending is done in accordance with the City's financial policy and relevant State statutes.
- Provides training in use of workforce and financial management software; may generate training documents.
- Oversees the maintenance and repair of coin operating machines and provides assistance to employees on office equipment usage as needed.
- Confers regularly with the City Finance, Human Resources and Clerk/Treasurer's offices to share information, resolve issues and confirm proper procedures.
- Compiles financial information and fund balances for the annual state reports; tracks and reports grant funding.
- Serves as backup to the Special Projects Coordinator.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate's Degree and major coursework in bookkeeping and accounting, plus at least 3 years of experience in bookkeeping with some municipal experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Bookkeeping principles and practices.
- The use of computers and relevant software programs.

Ability to	<ul style="list-style-type: none"> • Multitask, prioritize workload and meet deadlines. • Prepare and maintain accurate records and reports. • Work independently with minimal supervision. • Perform moderately complex math computations quickly and accurately. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Listening, oral and written communications. • Organization.

Necessary Special Requirements

Ability to pass a criminal and financial background check, valid Wisconsin driver's license.
A car is necessary for periodic trips to banks and Waukesha City Hall.

Physical Demands

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

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.