

The North Olympic Library System invites you to consider the position of **Finance Manager**

North Olympic Library System

NOLS is a junior taxing district organized under the laws of Washington State and serving all of Clallam County, Washington. It includes the Main Library and Administrative headquarters in Port Angeles, branches in Clallam Bay, Forks and Sequim, and active Volunteer and Outreach programs. NOLS is heavily involved in community engagement and partnership activities throughout the county. NOLS staff consists of 58 FTE, the annual item circulation in 2022 was nearly 800,000, and the 2023 budget is just over \$6 million. In 2023, NOLS is preparing to expand and renovate its Sequim Branch Library, launching a Bookmobile service, and develop a new fiscal business plan.



About the Position

The individual assigned to this position provides leadership and direction to ensure delivery of high-quality customer-focused services in managing Library financial operations, services, and resources. They supervise and conduct a full range of work related to accounting, purchasing, budgeting, and financial and fiscal management and planning. They participate in systemwide planning, decision-making, project oversight, and other systemwide administrative responsibilities. They may supervise staff and volunteers. Much of the work is confidential in nature. The position exercises independent judgement and action and works under minimal supervision.

In this recruitment, NOLS is particularly, but not exclusively, interested in reviewing applications from candidates who have the following knowledge, skills or experience:



- Familiarity with government accounting protocols;
- Highly detailed oriented and organized;
- Working collaboratively with systemwide, multi-department teams;
- Effective strategic planning and project management;
- Flexibility, a high level of energy and an aptitude for multi-tasking.

Salary, Benefits, and Schedule

The salary range for this position is \$5,561.77 – \$6,760.36 per month (Range M6). Appointment may be made at any step, dependent on experience and qualifications.



In 2023, the benefits package includes:

- 5 days paid personal leave per year;
- 5 days paid management leave per year;
- 11 paid holidays per year;
- 12 days paid sick leave per year;
- 15 days paid vacation leave per year (increases after 5, 10 and 16 years of service);
- PERS retirement plan and Social Security;
- Medical insurance coverage available for employee with dependent coverage option by payroll deduction (employee portion toward the total premium for subscriber-only coverage is between \$0 and \$44.17 per month);
- Dental insurance coverage available for employee with dependent coverage added at no extra cost (employee portion toward the total premium is \$2.60 per month);
- \$1750 annually for employer-funded Health Reimbursement Arrangement (HRA);
- Employer-paid vision coverage for employee and all family members
- Employer-paid Employee Assistance Program (EAP);
- Employer-paid life and accidental death/dismemberment insurance;
- Deferred compensation plan available with employer match up to \$30/month.

This full-time position is budgeted to work 37.5 hours per week. The position is exempt from FLSA and is a confidential employee not represented by a union. The primary work location is in the Administration Department in the Port Angeles Main Library.

Examples of Essential Job Functions

Work performed may include, but is not limited to, the following activities:

Systemwide management roles and responsibilities:

- Participates in system-wide policy and budget development, strategic planning, problem solving, and decision making;
- Provides leadership and management oversight to system-wide projects and committees;
- Works collaboratively with managers and staff to address system-wide needs and implement system-wide solutions;
- Participates in tactical planning to establish and maintain the library's business continuity/disaster recovery plan.

Department management and supervisory responsibilities:

- Supervises staff and directs their schedules and work activities;
- Manages multiple aspects of financial operations of the Administration department and coordinates policies, procedures and practices among departments and branch libraries.

Planning, development, and oversight responsibilities:

- In collaboration with the Executive Director and with input from other managers, develops the system's annual operating and capital improvement budgets;
- Makes recommendations regarding budgeting;
- Assists Executive Director in developing and analyzing financial projections;
- Primary contact and liaison for biennial Washington State Auditor's on site audit;
- Ensures that financial operations comply with NOLS Policy and state and federal laws;
- Assists Executive Director with labor relations and labor contract negotiations.

General tasks and responsibilities:

- Processes or oversees processing of daily cash receipts and transmittal of deposits;
- Processes or oversees processing of accounts payable and receivable;
- Balances NOLS accounting records with those of Clallam County;
- Prepares or oversees preparation of voucher list and required reports;
- Processes and prepares monthly financial reports;
- Processes or oversees processing of payroll;
- Processes or oversees employee benefits payments;
- Tracks and manages revenues, expenditures, and reserves and makes recommendations regarding investment options;
- Prepares annual Washington State Auditors' report;
- Prepares and files financial reports for state and federal agencies;
- Manages and reconciles NOLS imprest checking accounts;
- Recommends and implements approved policies and procedures and determines operational priorities; takes action to resolve operational problems.

Other responsibilities:

- Oversees records management for the Library's financial records; maintains administrative files according to Washington State records retention schedule;
- Assists or backs up other Administrative staff as required;
- Stays abreast of requirements and best practices in accounting and financial management and participates in continuing education opportunities as appropriate;
- Drives NOLS vehicle to NOLS libraries and other locations to perform duties;
- Collects statistics and other data and prepares reports as required;
- May serve as Acting Executive Director, as assigned, in Executive Director's absence;
- Performs related duties as required.
- Timely and regular attendance is an essential job function.

Minimum Qualifications

Education, Experience, and Certifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:

- Four year degree from accredited college or university;
- At least 3 years of accounting or financial management experience;
- At least one year of supervisory experience;
- Valid Washington State driver's license;
- Good driving record clear of major traffic violations.



Knowledge and Skills Required:

- Sound knowledge of accounting processes and procedures;
- Knowledge and understanding of organizational financial operations;
- Microsoft Office applications and basic office equipment;
- High degree of accuracy and attention to detail;
- Skilled with QuickBooks or other financial management systems;
- Skilled with payroll processing;
- Familiarity with government accounting protocols;
- Basic knowledge of office administration;
- Basic knowledge of state and federal employment law;
- Ability to perform effective strategic planning, project planning and management;
- Strong customer service attitude;
- Strong verbal and written communication skills.

Physical Requirements

Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:

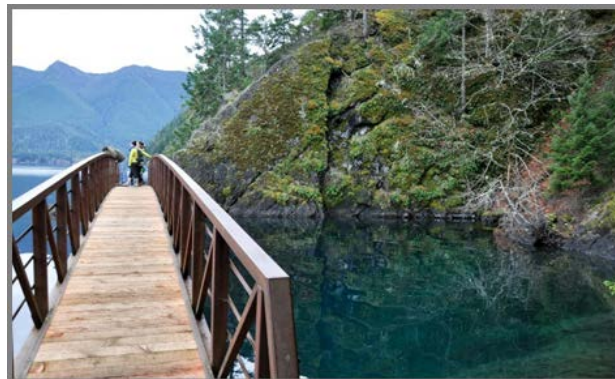
- CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- FREQUENT side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- OCCASIONAL squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to work a varied schedule (including evenings and Saturdays).
- Ability to travel between library locations using NOLS vehicle, personal vehicle or public transportation.

Working Conditions

Duties are generally performed indoors. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work station may be shared with other staff. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise, dust and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

About Clallam County

Clallam County has a population of about 75,000 people. It is located on the Olympic Peninsula of Washington. It consists of 2,670 square miles and stretches across the northern tier of the Peninsula from Cape Flattery, the westernmost point on the continental United States, to Discovery Bay. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains. The “West End” of Clallam County includes the towns of Forks, Clallam Bay, La Push and Neah Bay.



The county includes miles of unspoiled coastline, spectacular mountains and much of Olympic National Park, vast forests including temperate rain forests, and acres of farmland, including Sequim’s famous lavender fields. Recreational opportunities abound, including hiking, camping, bicycling, birding, kayaking, golf and cross country skiing. Native American tribes include the Jamestown S’Klallam Tribe, the Lower Elwha Tribe, the Quileute Tribe and the Makah Tribe. The Seattle metropolitan area is approximately three hours away. The city of Victoria, British Columbia is a short ferry ride from Port Angeles.

Application Procedure

Position is open until filled with first consideration given to applications received by Friday, February 3, 2023. Required application materials for this position include a completed application, current resume, and a cover letter explaining why you are the best candidate for this position. Applications should be submitted by email to HR@nols.org. Applications are not complete unless all elements are submitted. Incomplete applications will not be considered. *To avoid submission problems with NOLS’ firewall, file names of the attachments **must not** include any hyphenation such as dashes or extra periods.*

This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

If special accommodations are required during the hiring process, please inform the Executive Director. The North Olympic Library System will consider the possibility of reasonable accommodation for all essential job functions. All Library facilities are smoke-free, and smoking is prohibited in all Library facilities and vehicles. The North Olympic Library System is an Equal Opportunity Employer.