



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 02031

Title Manager, Finance & Administrative Services

Department Chester County Library

Location 450 Exton Square Parkway, Exton, PA

Position Type: Full Time / Exempt

Salary Information: Salary range available beginning at \$69,728.43 annually based on education and experience. A defined benefits pension plan, access to a 457 deferred compensation plan and excellent medical benefits are included.

Shift: Hours will vary by week. Includes occasional nights and weekends.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 3/15/23

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

The Chester County Library and District Center is located in Exton, PA and has a branch, the Henrietta Hankin Library located in Chester Springs, PA. They are approximately 40 miles from Philadelphia. The library serves approximately 524,000 residents over a 76 square mile area. Chester County is rich in history, home to several colleges and universities and beautiful open spaces.

The Library along with the other 15 Members of the Chester County Library System, provide award winning services to the community.

A completed application, resume and cover letter are required.

Summary / Main Purpose of Job:

The Library Business/Finance Manager is a senior-level administrative position within the Chester County Library System (CCLS). This position is responsible for managing all accounting, financial and business operations of the Chester County Library and District Center, in accordance with standards and procedures of the County of Chester and Generally Accepted Accounting Principles. The position is also responsible for managing the accounting and payroll services provided to the 15 Member Libraries in the Chester County Library System.

Essential Duties, Tasks and Accountabilities:

- Manage all functions of the Business / Finance office, including accounts payable and receivable, general ledger and budgets, and member library payroll services.
- Supervise and train staff.
- Prepare and manage \$6 million+ state aid and County budgets.
- Work closely with library department heads to develop budget and monitor cost center expenses on a monthly basis.
- Advise the CCL & CCLS Library Boards, administration and library staff on all financial and budgetary matters.
- Administer and distribute State Aid, county and local appropriations to CCL, and member libraries.

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698

- Prepare monthly financial Board reports, annual state aid reports for CCL and member libraries, cost center budget reports, grant financial summaries, audit work papers, and various other reports, as needed.
- Attend staff, departmental, budgetary, Library Board, County, and other meetings, as required.
- Represent Library at County, Chamber, Financial Officer and various public functions and seminars, as required.
- Act as liaison to various departments within the County (Finance, Controller, Library Boards, Treasurer, etc.).
- Interact consistently with Member Library Trustees, Member Library Directors, library department heads and outside auditors.
- Prepare required work papers and reports.
- Work with outside auditors during annual audits.
- Monitor and reports on the Chester County Library System's funds and investments.
- Administer, monitor and prepare reports for numerous federal, state and private grants.
- Participate in ongoing continuing education opportunities to comply with state library standards and guidelines.
- Manage and make modifications to the MIP Accounting program as needed.
- Manage and make modifications to the Microix Workflow Module program as needed.
- Perform other duties, tasks and special projects, as assigned.

Scope:

Is this a management level position? Yes

Provide the number of direct reports to this position. 1

Provide the number of indirect reports to this position. 3

Does this job have supervisory responsibilities? Yes

Provide the number of direct reports to this position. 6

Provide the number of indirect reports to this position. 0

Qualifications / Requirements:

- Bachelor's degree from an accredited college or university in accounting, finance, business administration or public administration, or equivalent combination of education and experience.
- At least five years of progressively responsible experience in the accounting field which includes experiences in sales tax, payroll processing, payroll taxation/reporting, and general payroll procedures.
- Strong working knowledge of budgets, spreadsheets, and interpreting audits.
- General understanding of retirement plans.
- General understanding of non-profit statutory reporting requirements.
- General understanding of fiscal planning.
- Intermediate math / accounting knowledge.
- Working knowledge of GAAP (Generally Accepted Accounting Principles).
- Excellent verbal and written communication skills.
- Self-direction and decision-making capabilities.
- Ability to manage simultaneous projects and deadlines.
- Ability to work at high level of productivity.
- Intermediate skill to use a personal computer and various software packages.
- Supervisory experience.
- Ability to use tact and diplomacy when dealing with department heads, Library Directors, County and Library staff, patrons, etc.
- Knowledge of Library Core Values.
- Customer service experience and skills.
- Ability to work independently and proceed with objectives.
- Ability to work as part of a team.
- Ability to maintain confidential information and handle confidential matters.
- A valid driver's license is required.
- Criminal background check.
- Child abuse clearance.

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698

Preferred Skills, Knowledge & Experience:

- Master's degree in accounting, finance, business administration or public administration preferred.
- Additional coursework as required or necessary.
- Strong professional ethics.
- Ability to follow office protocols.
- Able to use common sense understanding to carry out written or verbal instructions.
- Ability to handle and resolve recurring problems.
- Commitment to the public service mission of the library system.
- General knowledge and understanding of County of Chester policies and procedures.
- General knowledge and understanding of library policies and procedures.
- Strong time management skills.
- Ability to establish priorities (remain focused on daily operations).
- Accurate and detail oriented.
- Advanced organizational skills.
- Able to carry tasks to completion.
- Advanced interpersonal skills.
- Flexibility.
- Ability to multi-task.

Computer Skills:

To perform this job successfully, an individual should have:

- Basic to Intermediate Word skills
- Basic to Intermediate Excel skills
- Basic Access skills
- Basic PowerPoint skills
- Knowledge of MIP accounting software
- Knowledge of Microix Workflow Module software
- Knowledge of Inova Payroll software or the ability to learn Inova Payroll
- Knowledge of Concur Solutions software or the ability to learn Concur Solutions
- PeopleSoft Accounting skills or the ability to learn PeopleSoft
- Basic Outlook skills (Email and Calendar)

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, work with office machinery, drive a vehicle and talk or hear. Occasionally, the employee will need to stand; walk; bend at the waist or work bent at the waist; kneel, stoop, crouch or squat; and climb stairs. On rare occasions, the employee will need to reach above shoulder height. There are no special vision requirements listed for this position.

Work Environment:

- The noise level in the work environment is usually quiet to moderate.
- You will be working inside 100% of the time.

Other:

- Heavy computer usage.
- This position requires a strong commitment to provide accurate and timely financial information to the library system, county, and state and local agencies, as required.

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698