

ASSISTANT FINANCE DIRECTOR

(Range 131)

DEFINITION

Performs professional administrative and supervisory work in the managing, planning, coordination, and operation of the Business Office.

SUPERVISION RECEIVED AND EXERCISED

This is a contract position that serves at the pleasure of the Executive Director.

Receives administrative direction from the Deputy Director, Chief Financial Officer.

Exercises general supervision over staff assigned to the Business Office, including general accounting, payroll, accounts payable, accounts receivable, cash collections, purchasing and contracts.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Supervises and ensures the efficient operation of the Business Office, to include general accounting, payroll, accounts payable, accounts receivable, cash collections, and the purchasing and contracts functions.
2. Assist the Deputy Director, CFO in the preparation of the District's annual budget and in the preparation of the Comprehensive Annual Financial Report (CAFR).
3. Supervises the reconciliation of all bank and investment accounts.
4. Resolves a wide range of routine and non-routine issues and difficult situations including breaches of contract, staff issues, billing discrepancies, and insurance claim issues.
5. Exercises decision-making skills including developing policies and procedures, program coordination, and budget evaluation.
6. Directs and supervises subordinate staff including training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
7. Supervises and prepares, submits, and/or summarizes reports regarding budgets, inventories, investments, and other special projects for the Deputy Directors, Executive Director and the Board of Trustees.
8. Supervises the maintenance of general books of accounts according to established account classifications, including general ledgers and journals.
9. Assists the Deputy Director, CFO in coordinating external audits, including preparation of responses.
10. Supervises the reviews of invoices ensuring proper authorizations and purchase order number is notated prior to paying.
11. Supervises payment of authorized invoices and preparation of accounts payable

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- checks.
12. Supervises the maintenance of inventory of all Library District equipment to include conducting physical inventory, and maintaining all necessary files, records, and reports.
 13. Maintains extensive contact with vendors regarding pricing, services, and maintenance agreements.
 14. Provides information regarding status of invoice payment and other administrative information to Library District staff and management, as well as to vendors.
 15. Administers the bid process to include verifying accuracy of bid forms, public postings, drafting or assisting in the preparation of construction bids, policy, and forms, and providing recommendation to the Board of Trustees for contract awards.
 16. Supervises the maintenance of records regarding items purchased to include prices, date of purchase, and vendor location.
 17. Reviews and approves purchase orders and total cost of items to be purchased and those items already purchased.
 18. Confers with suppliers concerning deliveries, quality, quantity, and overall service.
 19. Compares prices, specifications, and delivery dates and awards contract to bidders or places orders with suppliers.
 20. Verifies bills from suppliers with bids and purchase orders and approves bills for payment for services and capital items.
 21. Prepares and submits memoranda and reports to the Library District Board of Trustees, Executive Director, and staff and management regarding purchasing and contractual activities.
 22. Attends hearings, meetings, and conferences to present recommendations, and acquire information, and/or represent the Library District or Business Office.
 23. Prepares, submits, and maintains the Business Office budget and adheres to established Library District objectives in such.
 24. Plans, develops, and implements Business Office goals and objectives.
 25. Conducts research, procedural, and administrative studies and prepares reports recommending solutions or courses of action.
 26. Ensures compliance with all pertinent Federal, State, and local laws, regulations, and ordinances as well as all Library District policies and procedures.
 27. Interacts extensively in person, over the telephone, and via e-mail with Library District staff and management, outside agencies, and vendors.
 28. Responds to inquiries and complaints in a courteous and timely manner.
 29. Utilizes personal computers, the Internet, and e-mail.

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30. Operates office equipment including but not limited to: copy machine, telephone, ten key adding machine, and facsimile machine.

Marginal Functions:

1. Attends and participates in professional group meetings and seminars.
2. Participates in committee work and chairs committees when needed.
3. Participates on interview panels and selects staff for Business Office.
4. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The principles and practices of accounting, auditing, and budget development, administration, and control.
2. Modern methods of maintaining and checking financial accounts and records.
3. Report and record keeping principles and methods.
4. Effective supervisory techniques and practices.

Ability to:

1. Plan, organize and review complex projects for accurate and efficient results.
2. Perform multiple tasks concurrently.
3. Work quickly and accurately.
4. Exercise initiative and discretion.
5. Supervise and direct the work of subordinate staff.
6. Accept and manage change and maintain flexibility.
7. Work under pressure and meet deadlines.
8. Interpret, explain, and apply Library District and Department policies and procedures as well as pertinent Federal, State, and local laws, regulations, and ordinances.
9. Read, develop, analyze and interpret complex and technical materials.
10. Work independently and as part of a team.
11. Understand and follow oral and written instructions.
12. Plan, organize and conduct meetings.
13. Establish and maintain effective working relationships with those contacted during

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the course of work.

14. Communicate clearly and concisely, both orally and in writing.
15. Effectively communicate with and elicit information from difficult, upset and irate individuals.
16. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, pushing;
 - lifting and carrying;
 - operating assigned equipment.
18. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. The use of personal computers and associated software.
2. The use of general office equipment.

QUALIFICATIONS

Training and Experience:

Bachelor's Degree in Public or Business Administration or related field, including or supplemented by twenty-four (24) semester hours in accounting required; five (5) years of professional accounting and/or auditing experience, two (2) years of which must have been in a supervisory capacity required.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional moderate lifting (11 - 20 pounds); occasional bending, stooping, and reaching; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

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Tasks require color perception, sound perception, taste perception, odor perception, depth perception, texture perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

FLSA: EXEMPT

CBA: NONE

DEVELOPED: FEBRUARY 8, 1999

**REVISED: OCTOBER 12, 2001
NOVEMBER 15, 2002
APRIL 23, 2008**