

Job Title: CONTROLLER

Location: Main Branch

Department: Administrative Office

Immediate Supervisor: Director

Positions Supervised:

Accounts Payable Specialist

Payroll Specialist

Purchasing Specialist

Salary Range: \$51,000 - \$61,000

JOB RESPONSIBILITIES:

Under general direction, the Controller oversees the financial operations of the Library, administers and supervises all areas of the administrative office, ensures that funds and assets are secure and that all financial accounting operations comply with state, federal and local laws. The Controller provides timely and accurate internal and external reporting in accordance with applicable laws, regulations and decisions of the Board of Trustees.

QUALIFICATIONS:

Master's degree in business, accounting, management or public administration with a minimum of five (5) years accounting experience with progressive levels of responsibility and supervision or an equivalent combination of education, training and experience; ability to meet bonding requirements.

WORKING CONDITIONS:

The Controller will be required to work a flexible schedule including evenings, weekends and holidays.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

KNOWLEDGE OF:

- Library policies and procedures
- Library laws and regulations
- State and federal employment laws State auditing requirements
- Strategic Planning
- Payroll administration
- Budget development and administration Fund accounting and spreadsheet software financial management, cost analysis and utilization control techniques
- Competitive bidding requirements
- Employee selection methods
- Employee training and development methods

SKILLS AND ABILITIES:

- Perform varied and complex accounting duties
- Interpret and apply laws, regulations and policies

- Define problems, collect data, establish facts and draw valid conclusions □ □
- Allocate funds based upon availability and need
- Organize, prioritize and coordinate multiple tasks
- Communicate effectively in written and oral form
- Prepare accurate and concise reports
- Resolve problems involving several variables Maintain a positive work environment for employees
- Identify qualified employees through screening and interviewing methods
- Identify employee behavior that requires coaching and discipline
- Ensure the quality of work as measured against established standards
- Develop and maintain effective working relationships with the Board of Trustees, Director, library employees, applicable community organizations and vendors Maintain confidentiality
- Maintain confidentiality

Duties:

- Develops and maintains a system of internal accounting controls
- Reviews accounting transactions and makes necessary adjustments to financial records
- Verifies account status and approves purchase orders to encumber funds
- Receives and ensures deposit of all library funds in an authorized depository
- Reconciles all accounts as necessary
- Issues vouchers
- Confers with Director, monitors, posts and invest funds to maximize interest
- Maintains current depository agreements and collateral
- Maintains current data on the financial condition of the library.
- Prepares budget forecasts based upon historical information and prepares supporting documentation
- Provides data and assists the Director in the preparation of the capital projects budget, annual library budget and appropriation documents
- Processes year-end closing
- Monitors and analyzes revenue, expenditures and inventory
- Recommends cost effective measures and transfers based upon changes in spending patterns
- Evaluates effectiveness of controls
- Oversees the computerized accounting system to ensure efficiency and protective value
- Assists the Director with determining financial capability for capital improvement and cash-flow projects
- Attends Board meetings and prepares monthly financial statements
- Reviews month-end reports for accuracy
- Submits annual budget and financial report to the taxing authority
- Prepares annual financial report for the State Auditor's office
- Maintains financial records according to state auditing requirements

- Ensures the proper maintenance and accuracy of all financial, payroll and fringe benefit records as required by state and federal law
- Provides information and supporting documentation to auditors
- Provides asset information to insurance companies
- Determines administrative department needs
- Plans, develops, implements and evaluates services and procedures
- Determines necessary staffing and recommends staffing levels
- Compiles statistics, analyzes and prepares reports
- Ensures effective communication of information and current trends to all library employees
- Interviews candidates for positions and recommends hiring
- Ensures employees receive orientation, in-service and development training
- Responds to employee concerns
- Monitors the work of employees and ensures compliance with policies and procedures
- Schedules staff and assigns work
- Ensures work is completed properly and on time
- Reviews employee time sheets
- Recommends approval of overtime and leave requests
- Evaluates employee performance and maintains proper records
- Administers discipline
- Conducts staff meetings
- Ensures purchase orders are prepared properly and charged to appropriate accounts
- Reviews purchase orders and ensures purchasing procedures are followed
- Ensures invoices are paid against proper purchase orders and all documentation is verified
- Follows up on problems with vendors or originating supervisor
- Oversees vendor contract agreements
- Oversees inventory control system for fixed assets
- Participates in long-range planning for the library system including:
 - Problem analysis and resolution including fraud prevention
 - Service and program analysis
 - Facility planning
 - Identification of long and short term goals
 - Operational efficiency and resource utilization
- Assists with monitoring and evaluating the library's goals and needs
- Assists with developing, recommending and implementing system-wide policies and procedures
- Coordinates business activities, policies and procedures, system-wide
- Attends Executive Cabinet meetings
- Informs Director and/or Assistant Library Director of problems and recommends solutions
- Administers Indiana State Purchasing Law and Library Board purchasing policy * Serves as the administrator in charge, as needed

- Prepares or reviews bid specifications, as appropriate
- Reviews bids against specifications
- Monitors the administration of contracts
- Ensures that all contracts comply with insurance and legal requirements
- Prepares financial reports, as needed
- Maintains retainage escrow account, as required
- Ensures that all supervised position's duties are maintained during extended absences
- Oversees the Maintenance Department in the absence of the Facility Manager
- Assists with data gathering for the collective bargaining process
- Serves as a liaison with county and state tax commissioner/control boards
- Participates in state and national library associations and other professional conferences/organizations
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Attends meetings and serves on committees as requested
- Performs additional duties and assignments, as requested