

## **DIRECTOR OF FINANCE AND ADMINISTRATION, CHELTENHAM TOWNSHIP LIBRARY SYSTEM**

### **Organization**

The Cheltenham Township Library System, a 501(c)(3) nonprofit organization, is in the midst of a transformation of mission, services, and facilities to better serve the public good. The library system is comprised of four unique neighborhood libraries in Cheltenham Township, PA, a racially and economically diverse community of over 37,000, located approximately 20 minutes from Center City, Philadelphia. The library system is dedicated to building organizational quality, helping families thrive in a culturally pluralistic, information-focused, digitally-based society, and helping community members increase community outcomes--academically, professionally, economically, healthily, and socially.

### **Job Description**

Cheltenham Township Library System is looking for a mission-oriented, strategic leader with experience managing finance and administration in a fast-paced, outcomes-based organization. Reporting to the President and Chief Executive Officer, the Director of Finance and Administration will serve as a critical member of a small leadership team responsible for strategic decision-making and organizational transformation. The director will help take us from *Where We Are* to *Where We Need to Be*.

The Director of Finance and Administration will be responsible for overseeing organizational operations including finance, administration, purchasing, risk management, compensation and benefits management, facilities maintenance, and coordination of the administration headquarters. The director will assist the President and CEO with governmental relations and human resource management, making sure that the library meets all governmental and legal obligations. The director will also provide leadership and mentoring to employees under their direction.

This is a tremendous opportunity for a finance and administration leader to maximize and strengthen the internal capacity of a well-respected, high-impact public service organization.

### **Responsibilities**

#### **Financial Management**

- Provide overall financial oversight, management, and monitoring, including development and implementation of sound fiscal management practices and internal controls
- Coordinate and lead annual audit process, liaise with external auditors, board of directors; assess any changes necessary
- Oversee the annual budgeting process under the direction of the President and CEO, review and administer all financial plans and budgets; oversee capital projects and budgets
- Forecast financial needs and innovations; monitor financial progress and changes
- Manage and oversee accounting processes, including bookkeeping, payroll management, invoicing, grant tracking, planned giving, and organizational cash flow
- Implement a robust financial management and contracts management reporting system; create and implement a financial policy and procedure manual
- Oversee risk management, including identification, evaluation, prioritization, and correction of risks
- Ensure that contract billing and payment schedules are adhered to and that financial data and cash flow are steady and support operational requirements
- Liaise with township, school district and other finance offices
- Analyze and present financial reports in an accurate and timely manner; keep senior leadership abreast of organization's financial status

## **Administrative Management**

- Oversee operational functions, office management and facilities maintenance to ensure effective, high quality work environment and efficient daily operations of physical plant and equipment
- Participate in system-wide planning, policy drafting and procedure development
- Hire, train, and manage administrative employees; conduct performance reviews
- Research, manage and coordinate all employee benefits, including plan changes, co-pays, enrollments and regulatory compliance
- Work closely and transparently with all external partners, including third-party vendors and consultants
- Oversee risk management and legal activities, including local, state, and federal agreements, business insurance, contracts, memorandums of agreement, leases, and other legal documents and agreements
- Ensure compliance with all applicable laws and regulations, including privacy and data security laws
- Act in the absence of the President and CEO

## **Qualifications**

### **Education and Experience**

- Required: Bachelor's Degree from an accredited college/university with major course work in accounting, public finance and/or public administration
- Required: Five (5) years of increasingly responsible experience in financial and administrative management, including two years of experience in a supervisory capacity
- Desirable: Master's Degree and/or relevant certifications, eight (8) plus years of experience with five (5) plus years of final responsibility for the management, quality and content of financial data; experience in a public library or nonprofit; and/or experience with construction finance and project management

### **Competencies**

- Broad knowledge of finance, administration, and ethical business practices; prior experience in benefits management
- Detailed knowledge of principles and practices of accounting, auditing, budget development and administration, and procurement; ability to interpret, explain and apply township, state and federal laws regarding finance and administration
- Ability to develop potential revenue sources, streamline operations, eliminate wastage, and improve organization's financial standing.
- Technologically savvy, with advanced knowledge of QuickBooks, Microsoft Office, and application of computer hardware/software in maintenance of accounting records and financial administration
- Strong leadership skills, with ability to manage interpersonal relationships; work with a variety of internal and external stakeholders, consultants and counsel; motivate, guide and mentor employees; handle deadlines and manage stress
- Strong management skills, with an ability to analyze, problem-solve, prioritize, organize, and multi-task
- Personal qualities of integrity, credibility, flexibility, sound judgment, and dedication to library mission

## **Physical Demands**

- Performs sedentary work that involves walking, standing, stooping, and crouching some of the time
- Requires ability to maintain sustained keyboard operations, operate office equipment, use office supplies and documents
- Requires ability to communicate, converse, and exchange information
- Requires ability to review printed documents and observe content on computer screens
- Involves ability to move or transport materials up to 10 pounds and occasionally up to 25 pounds

- Requires ability to ascend a staircase

### **Employment**

- Cheltenham Township Library System is an Equal Opportunity Employer. We do not discriminate in hiring on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by federal, state/province, or local law.
- The ADA requires CTLS to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the President and CEO. Requests for accommodation will be considered on a case-by-case basis.

### **Disclaimer**

- This job description indicates the general nature and level of work expected of the incumbent
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

### **Compensation**

- The salary range for this position is low \$80s to low \$90s (range to be finalized in board meeting).
- This position offers a benefits package including health/dental/vision, a generous leave policy, an employment assistance program, retirement contribution, life insurance, disability and other benefits.

### **Supplemental Questions**

1. Do you have a Bachelor's Degree from an accredited college/university with major course work in accounting, public finance and/or public administration? **Yes or No**
2. Do you have five (5) years of increasingly responsible experience in financial and administrative management, including two years of experience in a supervisory capacity? **Yes or No**
3. Do you have a Master's Degree and/or relevant certifications, eight (8) plus years of experience with five (5) plus years of final responsibility for the management, quality and content of financial data? **Yes or No**
4. Do you have an advanced knowledge of QuickBooks? **Yes or No**
5. Do you have experience in a public library or nonprofit? **Yes or No**
6. Do you have experience with construction finance and project management? **Yes or No**
7. **Briefly describe** two to three instances in which your financial leadership has made organizational operations, fiscal planning, or project management more efficient, effective, and/or successful **(1-2 short paragraphs each instance)**
8. **Briefly describe** how you, as Director of Finance and Administration, could be an asset in a transformation of an organization's mission, operations, and facilities **(1-3 paragraphs)**.

### **How to Apply**

Applicants should download and complete the job application available on our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/> . Applicants should email a completed application, resume (with the names and contact information for 3 professional references), cover letter, and answers to the Supplemental Questions in PDF format **by 11:59 PM, September 25, 2020**, to the following address: [ctlsffasst@mclinc.org](mailto:ctlsffasst@mclinc.org)

Please note:

- Applications will be reviewed as they are received, so applicants should respond in a timely manner
- Applicants may receive an invitation to interview if selected by the hiring committee
- Cheltenham Township Library System is an Equal Opportunity Employer