

Cheltenham Township Library System

Job Description

Position Title: Director of Finance and Administration

FSLA Status: Full time, Exempt

Responsibilities:

Financial Management

- Provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management.
- Oversee and lead the annual finance planning/budgeting processes in conjunction with the CEO and township representatives; monitor progress and keep CEO and board abreast of the organization's financial status.
- Prepare monthly profit/loss, balance sheet and cash flow financial statements. Monitor, interpret and present financial results of operations and programs each month. Serve as financial liaison with the board, providing financial reports.
- Manage and oversee monthly accounting processes, including bookkeeping, payroll management, invoicing and financial tracking of gifts and grants. Supervise the full-time Accounting Assistant and Office Assistant, the part-time Branch Courier and Maintenance Caretaker. Oversee accounts receivable and payable.
- Coordinate the annual audit with an independent CPA and annual report to the Office of Commonwealth Libraries.
- Work with the management team for timely grant proposal and grant report submissions.
- Provide support to the finance committee on the Board of Directors.

Operations

- Oversee administrative headquarters operations and matters relating to facilities in East Cheltenham, Elkins Park, Glenside, and LaMott, insurance and major equipment acquisition and maintenance. Work with the Head Librarians on tasks related to building upkeep and change.
- Negotiate/manage project-related contracts with consultants, contractors and suppliers.
- Oversee risk management and legal activities such as business insurance, memorandums of agreement, contracts, leases.

Human Resource Administration

- Manage and oversee benefits administration and oversight.
- Work with leadership team and coordinate annual all-staff meetings. Celebrate staff anniversaries and look for opportunities to celebrate staff success.
- Liaise with Midatlantic Employers' Association to counsel management team on human resources issues, policies and procedures.
- Participate in HR initiatives and remain current on best practices, laws and regulations.
- Work closely and transparently with all external partners, including third-party vendors and consultants.
- Work with leadership team to coordinate annual volunteer luncheon.

Additional Information

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. CTLS is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

Physical Demands

While performing the duties of this job the employee is required to:

- Regularly talk and hear.
- Frequently reach with hands and arms; climb or balance; bend and kneel and use hands for fine motor skills such as keyboarding or sorting.
- Frequently stand, walk, sit, use stairs.
- Frequently lift and/or move up to 10 pounds and occasionally up to 25 pounds.
- Possess good visual acuity (near and mid vision continuously, and field of vision occasionally) and be able to read a computer screen.