

**St. Joseph County Public Library**  
**Job Description**

Position Title: Chief Financial Officer (Full time)  
Level/Status: 18 / Exempt  
Beginning Pay: \$2,678.40 - \$3,348.80, Biweekly  
Pay Range: \$2,678.40 - \$4,019.20, Biweekly  
Agency: Financial Services  
Location: Main Library, 304 S. Main Street, South Bend IN 46601

**Education and Experience:**

- A Bachelor's degree required with extensive experience in bookkeeping, accounting, finance, or business. Further experience in lieu of a degree will be considered.
- At least five years working as a Director of Finance, Comptroller, or equivalent with at least two years in a supervisory capacity.
- Advanced degree, certification, or equivalent desired in any of the following fields: governmental accounting; finance. CGFM or CPA strongly preferred.

**Hours:**

- Normal workweek is 40 hours.

**Requirements:**

- Comprehensive knowledge of Indiana local government accounting practices and revenue sources, budgeting, cash flow analysis, and investing. Significant exposure to governmental accounting.
- Analytical skills necessary to interpret accounting needs; identify and resolve problems, and develop goals and objectives.
- Strong management skills and the ability to supervise, coach, mentor and empower staff.
- Experience evaluating, implementing, and overseeing integrated accounting, purchasing, inventory, and payroll systems.
- High proficiency with technology, data analysis, and advanced understanding of Excel.
- Demonstration of character and integrity in all situations while upholding SJCP's ethical standards.
- Public service orientation and commitment to excellent and genuine customer service.
- Strong verbal and writing communication skills.
- Excellent organizational skills.
- Experience implementing risk management strategies.

**Ability to:**

- Stay current with administrative policies and legislation governing Indiana State financial practices.
- Use standard accounting forms and records to prepare informative financial reports.
- Plan, prioritize and delegate. Make decisions and work independently and interdependently.
- Be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.
- Accept and manage change. Maintain composure and overcome stress in any situation.
- Identify efficiencies and implement improvements in workflow.
- Display high standards of ethical conduct, honesty, and integrity. Lead by example.
- Understand and endorse the St. Joseph County Public Library's policies and procedures.
- Form and maintain working relationships with library staff, vendors and community members.

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**Essential Job Duties**

The Chief Financial Officer ensures the best possible stewardship of public funds and sustains the health of the organization by managing all aspects of the Library's budget and finances. As a senior Administrator of the St. Joseph County Public Library and under the direct supervision of the Executive Director, and with an unwavering commitment to diversity, equity, and inclusion, the person in this position will perform the following:

1. Maintain Library financial records. Prepare financial reports as required. Provide Library Administration and Board with appropriate financial and operating information in accordance with statutory/regulatory and budgetary requirements and accepted professional standards.
2. Prepare annual budget projections and forms and assure adherence to state and federal laws governing management of public funds.
3. Analyze, create, and implement financial strategy for the Library system along with the Executive Director and in support of the Library's mission and vision.
4. Serve as Treasurer of the Library system as appointed by the Library Board. Provide financial management services for the Friends of the Library Foundation.
5. Develop, recommend, and implement system-wide policies and procedures regarding financial matters, in accordance with Federal and State statutes.
6. Oversee the general purchasing functions for the library and coordinate procurement of major contractual services, non-routine materials purchases and public bidding process for all large purchases.
7. Manage all aspects of payroll to ensure timely and accurate payment of employees.
8. Manage Business Office staff. Hire and train staff, enforce Library policies, resolve difficulties, recommend changes to employment status, establish performance standards and evaluate employees accordingly.
9. Administer the Library's property and casualty insurance policies and the financial aspects of the Library's employee health, disability, and life insurance programs.
10. Participate in the Library's Senior Leadership team, consulting with other members on all phases of the Library's administrative policy and procedures, activities, and programs.