



**Position:** Finance Manager

**Location:** Library Administration @ Fort Mill Public Library

**About Us:**

- The mission of the York County Library (YCL) is to enrich and sustain the lives of the citizens of York County by providing library services that meet their informational, recreational, and lifelong learning needs.
- Serving York County, SC, YCL is headquartered in Rock Hill, with branches in Clover, Fort Mill, Lake Wylie, and York. In addition, YCL has a bookmobile and a specialized wheelchair-accessible sprinter van to provide outreach services.
- Continuing its commitment to learning for education and entertainment, YCL offers a variety of free programs for adults, teenagers, and children. From author visits to theatre performances, everyone can find something to meet their interests. YCL also provides classes for learning to use computers and the Internet.
- Along with its collection of print material, audiobooks, downloadable material, and more, YCL also offers numerous electronic resources through its website and Virtual Library, most of which can be accessed around the clock from any device. With computer terminals featuring Internet access, educational software, and more at all locations, YCL is well-equipped to meet the needs of the community in this digital age.

**Starting Salary, Hours, & Benefits:**

- Beginning salary is \$69,555.20 per year for 40 hours per week.
- The benefits package for the Finance Manager includes participation in the South Carolina Retirement System, comprehensive medical benefits including dental and vision, vacation and sick leave, 11 paid holidays, and 3 optional days/floating holidays.

**Essential Duties & Responsibilities:**

- The Finance Manager ensures the financial integrity of YCL by creating and implementing the annual budget, maintaining financial records, managing accounts payables, and audit reporting.

- Coordinates work for Administrative Services Assistant, monitors work in progress and gives advice and direction as needed.
- Creates, presents, and manages the annual budget.
- Works with the Library Director to provide the Library Board with regular financial accounts and other reports in accordance with county, state, and/or federal requirements. Incorporates the library's goals and strategic plan as a basis for financial planning. This may include presenting information to the Library Board or County Council.
- Performs audit reporting, maintaining records for annual audits, and any other financial reports as needed.
- Maintains official accounting records in accordance with generally accepted government accounting principles and GASB. This includes creating journal entries, cash receipt entries, reconciling bank statements, and managing the GL chart of accounts.
- Processes accounts payable, communicates with vendors, monitors outstanding payments, and assists staff with purchases and purchase orders. Ensures all internal controls are followed for accounts payable.
- Tracks restricted accounts and assists staff/departments with assigned budgets to monitor and track their spending.
- Manages purchasing card program, monitors purchases, responds to related questions, and provides any required training.
- Oversees patron fines and fees and processes patron refunds.
- Performs related work as needed or assigned.
- This job involves walking and standing some of the time, and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Required Training & Experience:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or related discipline.
- Six years of accounting, finance, or closely related experience or an equivalent combination of education, training, and experience.
- Ability to work a schedule that includes some evenings.

**Preferred Training & Experience:**

- Strong public speaking skills and the ability to communicate both verbally and in writing.
- Customer service, self-motivation, and problem-solving skills.
- Proficiency with Microsoft Office suite.
- Self-starter able to work with minimal supervision.

**Special Certifications & Licenses:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) preferred.

**Application Process:**

- Applications are available at any York County Library or online at [www.yclibrary.org](http://www.yclibrary.org).
- Resumes are required, and will not be accepted in lieu of a York County Library employment application. **Incomplete applications will not be accepted.**
- The completed application along with the accompanying resume may be hand delivered, mailed, or emailed to Buffy Koran ([buffy.koran@yclibrary.org](mailto:buffy.koran@yclibrary.org)), York County Library, 138 East Black Street, Rock Hill, SC 29730.
- Eligible candidates will be called for an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgment of their receipt will not be sent to applicants.

***Posting closes July 26, 2024.***

*York County Library is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. York County Library seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires York County Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*