

**BUDGET MANAGEMENT SPECIALIST
(FINANCE DIRECTOR)**

150

DEPARTMENT: Williamsburg Regional Library/Administration

NATURE OF WORK:

Under the supervision of the Library Director, the Budget Management Specialist (Finance Director) is responsible for overseeing and administering all financial procedures for the Williamsburg Library System. Includes supervising, collecting, and depositing funds; approving and verifying purchase orders and invoices; preparing and maintaining financial reports and records; providing assistance to department heads, staff, members of the Library Foundation, Board of Trustees, and Friends; preparing for and coordinating the annual audit and reconciling bank statements. This includes supervision of the buyer (purchasing agent). Participates in the planning and evaluation of programs, services, and goals for the entire library through the management team and other committees.

ESSENTIAL FUNCTIONS OF THE JOB:

Prepares files, and distributes various financial forms for auditors and local, State, and Federal government funding agencies; accounts for the monies received from all funding agencies, accounts receivable, in-house cash registers and copiers; prepares supporting documentation for deposit.

Verifies invoices, authorizing purchase order payments to vendors; prepares and reconciles monthly balance sheets, subsidiary reports and bank statements; coordinates and procures annual audit.

Prepares information for the annual operating budget and requests for capital improvements; monitors budget expenditures and revenues throughout the year.

Hires, trains, schedules, supervises, and evaluates the buyer (purchasing agent).

Compiles and maintains the priority list for equipment purchases for the library.

Reviews daily deposits, supporting documents and computer records.

Receives, verifies and files all accounts payable from vendors, purchase orders, and in-house requests for expenditures; inputs vendor and accounts payable information into the city computer to generate checks.

Prepares monthly financial reports and journal entries.

Prepares monthly requests for reimbursement of Foundation grants and expenses.

Acts as fiscal agent for Friends; pays invoices, prepares monthly reports, handles all banking transactions; records and maintains daily contributions from the Friends book sales.

Performs other duties as required.

Participates in library-wide planning and decision making as a member of the Library Management Team and various committees to improve the quality of library services.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in the library. Administrators work typically sitting in an office, with occasional walking, light lifting, and other limited physical activities; frequent sustained operation of computer and other office equipment is required; calculator and coin sorter as required. Regular contact is made with employees, government officials and personnel, vendors, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensible knowledge of the principles, practices, and techniques of accounting, budget and finance.

Knowledge of cash handling and control procedures.

Knowledge of and ability to use computers to maintain financial records and generation of reports.

Ability to communicate and teach proper cash procedures to people unaccustomed with such work.

Ability to speak and write effectively.

Ability to analyze, evaluate, and project financial reports.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business management, accounting, or finance, or equivalent training and experience. Experience in public institution accounting or course work in governmental accounting.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Budget Management Specialist

Position Number 150

Department Williamsburg Regional Library

Division Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Filing; computer

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull				✓			✓		
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit				✓					✓
Walk		✓					✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			