



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Controller
Reports To: Deputy Executive Director/Finance and Business
Division: Finance and Business

Position Code.: 1172-120
Classification: Exempt
Date: 03/2024

JOB SUMMARY:

Under administrative direction administers, and coordinates activities related to the library's financial and fiduciary goals in accordance with policies, the strategic plan, and annual plans. Supervises all skilled accounting staff related to purchasing, payroll, accounts payable and accounts receivable. Prepares specifications for bids; evaluates vendors' submittal and makes recommendations for the award of contracts. Coordinates furniture, fixtures and equipment for all capital improvement projects and administers the furniture and equipment inventory. Prepares monthly and annual financial reports.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Provides excellent customer service.
- Plans, directs, and coordinates all accounting operational functions.
- Prepares monthly financial internal and external reporting.
- Coordinates activities of external auditors and internal financial inquiries.
- Assesses accounting operations and offers recommendations for improvements.
- Evaluates and implements effective accounting processes and internal controls.
- Supervises the preparation of payroll.
- Maintains expert knowledge of the accounting systems and software and makes recommendations for improvements.
- Ensures compliance with all applicable policies, regulations, and laws.
- Coordinates the purchasing process including the adherence to library policy and the preparation of purchase orders.
- Administers and coordinates the competitive bidding process for the library; reviews and analyzes documents to determine which bidding procedures to use, sources of supplies, and competitive pricing.
- Administers and prepares the technical bid packets, including preparing the general instructions, the technical specifications, the bid proposal form, and the notice to bidders.
- Coordinates the purchase of capital projects, including attending design meetings with the architect, pre-construction meetings with the prospective contractors and architect, post-construction meeting with the successful contract and architect, and other inspections and meetings as required by the project; negotiates the contract and reviews all expenditure and payment vouchers.
- Researches, evaluates, and administers bid receipt, evaluation, recommendation, and contract award.
- Establishes and develops a timeline for all bidding items including capital projects.
- Negotiates, disputes, and resolves problems, which arise on contracts; arrives at equitable decisions and reports results and recommendations.
- Coordinates and administers special projects as assigned.
- Oversees the on-going inventory of furniture, fixtures, machinery, and equipment; verifies location of inventoried items on an annual basis; prepares status of inventory report.
- Oversees and maintains additions, transfers, and deletions to inventory, as well as accountability for and distribution or sale of surplus property and equipment.
- Consults with library leaders and employees regarding purchasing procedures, specifications, bids, complaints, special purchasing, and availability of funding.
- Contacts firms and interviews salespersons regarding prices, quotations, and specifications.
- Consolidates library system's needs to increase possibilities of quantity purchasing..
- Establishes and maintains vendor lists and solicits bids.
- Develops a calendar for annual purchase requirements; establishes and maintains a log of service and maintenance contracts; renews or re-bids as needed.
- Maintains records and prepares reports and correspondence on purchases, purchasing procedures, and related matters.
- Recommends the development and implementation of improved purchasing inventory policies and procedures.
- Assists in the preparation of the annual budget and budget requests.

- Carries out supervisory responsibility in accordance with policies, procedures, and applicable laws, including scheduling, managing and approving payroll time entries, approving leave requests for direct reports; planning, assigning and directing work; communicating with staff; monitoring and appraising performance; addressing complaints and resolving problems; providing coaching and mentoring for direct reports; and training staff as necessary on basic job functions.
- Champions the library's strategic goals and initiatives with the library system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library customers' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Occasional travel to other library locations.
- Occasional travel within the state or nationally for appropriate professional development and networking.

INTERACTION:

- Interaction with all levels of staff, contractors, vendors, and stakeholders.

MATERIAL AND EQUIPMENT USED:

- Coin and bill counters
- Computer(s)/Printer(s)
- General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in accounting or a closely related field; and,
- Two or more years of progressively responsible related experience.

Licenses and Certifications:

- Certified Public Accountant

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- Governmental accounting, auditing, and financial reporting.
- Management of accounting software and databases.
- Principles and practices of purchasing.
- Record keeping, report preparation, filing methods, and records management techniques.
- Applicable state, federal, and local ordinances, laws, rules, and regulations.
- Methods and techniques of research, statistical analysis, and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using computers, software, and general office equipment.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using interpersonal skills necessary to effectively interact with internal staff, citizens, vendors, and library staff to give and extricate information in a courteous and friendly manner.

Mental and Physical Abilities:

- Ability to read and interpret documents such as financial reports, safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use analytical capabilities to integrate and interpret data from various sources, and to plan, develop, and implement responsible strategies.
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear and lift and/or move up to 25 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

SUPERVISORY RESPONSIBILITY:

- This position supervises skilled accounting staff.

WORK ENVIRONMENT:

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.