



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

CHIEF FINANCIAL OFFICER
FINANCE OFFICE
LIBRARY 21c
(40 hours per week, Exempt)
Position # 300153001

DATE POSTED: January 4, 2022

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

STARTING WAGE: \$49.46 - \$61.83 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week per the following current work schedule:

Schedule: Monday – Friday 8:00 a.m. – 5:00 p.m.

NOTE: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333 ext. 6380.

CLOSING DATE: Open until filled. Preference will be given to Application materials received by **Tuesday, February 08, 2022 at 9:59 p.m. MDT**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

CHIEF FINANCIAL OFFICER (contd.)

POSITION SUMMARY

The CFO will have day-to-day responsibility for financial activities and will partner with other Leadership Team members in advancing efforts for fiscal success district-wide. They will be relied upon for proven leadership capabilities, an analytical mindset, and sound and influential decision-making abilities. They will be a strategic partner to the Chief Librarian/CEO, conceptualizing and analyzing problems and solutions in a proactive, constructive, creative manner that results in improved performance across the organization.

ESSENTIAL FUNCTIONS

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develops, implements, monitors, communicates, and updates financial plans, including a long-term financial plan, based upon guidelines, policies, and strategic direction established by the Board of Trustees and Chief Librarian.
- Recommends fiscal policies and procedures for approval by the Board of Trustees; ensures compliance by District staff.
- Maintains awareness and understanding of all relevant regulations governing the financial activities of the District.
- Attends all meetings of the Board of Trustees and addresses fiscal-related questions.
- Oversees the hiring, supervision, coaching, and development of department staff; oversees the preparation of annual performance appraisals, as scheduled; recommends disciplinary actions and dismissals, as needed.
- Serves as a role model for staff; maintains a courteous, positive image of the library.
- Serves on the Leadership Team; collaboratively makes District-wide recommendations and decisions.
- Develops and monitors budgeting system; plans and prepares annual budgets.
- Coordinates and assists with annual audit; ensures compliance with all standard auditing procedures and accounting regulations.
- Prepares Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP); ensures copies of the ACFR are received by appropriate legal authorities.
- Maintains accurate and complete accounting systems, including fund accounting, fixed assets, billing, and book acquisition encumbrance accounting.
- Oversees timely and accurate payroll preparation and distribution; ensures compliance with all payroll-related federal and state regulations; works directly with Human Resources to ensure compliance with applicable labor laws.
- Maintains confidentiality and discretion with regard to financial records.
- Invests Library District funds in accordance with all federal and state regulations; maintains cash flow analysis to provide maximum rates of return.
- Ensures bank and investment reconciliations are accurate and completed on a timely basis.
- Oversees all Library District purchasing, including formal RFP processes; evaluates and authorizes action on capital improvement or work area enhancement requests.
- Initiates all wire transactions between PPLD investment accounts and its operating accounts to fund all cash disbursements.

CHIEF FINANCIAL OFFICER (contd.)

- Negotiates and coordinates property, casualty, general liability, and all other insurance contracts in coordination with relevant members of Leadership Team and brokers.
- With the Human Resources Office, coordinates, monitors and provides financial reports for employee benefit plans and workers compensation coverage.
- Manages PPLD Foundation accounting functions; attends all meetings of the Foundation Board of Directors; prepares financial reports and annual tax return.
- Prepares specialized reports related to fiscal policy and/or planning for the Board of Trustees, Chief Librarian, or Leadership Team, as requested.
- Serves as liaison to the County Treasurer's Office and the County Retirement Plan Office.
- Analyzes training needs for Finance staff; works collaboratively with the Training Supervisor to schedule and implement training activities.
- Ability to effectively use web-based financial accounting and Human Resources information systems.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of Finance staff through participation in professional organizations.
- Represents the Library District to community agencies and professional library organizations.
- Serves on state and regional professional committees.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates expert knowledge and experience in governmental/non-profit accounting and financial management.
- Demonstrates expert knowledge of Generally Accepted Accounting Principles (GAAP) and all laws and regulations related to payroll and governmental budgeting.
- Demonstrates expert knowledge and experience in fiscal control and fiscal software applications.
- Ability to effectively use web-based financial accounting and Human Resources information systems.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library and department goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department and with staff at all levels, members of the Board of Trustees, community partners, and the public at large.

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- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

MINIMUM QUALIFICATIONS

1. Requires a B.S. degree in Accounting, Finance, or related field.
2. Requires a minimum of ten years of experience in finance for a non-profit or governmental agency. At least three years of staff supervision experience is preferred.
3. A CPA, Certified Public Finance Officer, or Certified Government Financial Manager designation preferred.
4. Bilingual ability is a plus in serving a diverse community.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.