



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

**CONTROLLER
FINANCE OFFICE
LIBRARY 21c
(40 hours per week, Exempt)
Position # 300653001**

DATE POSTED: April 01, 2022

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

STARTING WAGE: \$45.7 - \$57.2 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 **Thursday, April 28, 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.

CONTROLLER (contd.)

POSITION SUMMARY

Under limited supervision, supports the Library's mission by overseeing all governmental finance functions and ensuring district-wide compliance to budgeting policies and procedures.

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.

- Reviews and oversees all daily work generated by Finance Office staff, including purchasing processes, cash disbursements, cash receipts, and bi-weekly payroll.
- Ensures compliance with library's Financial Guidelines; maintains library's internal control systems; makes recommendations for improvements as needed.
- Interviews, selects, and trains new staff; provides coaching or corrective action as necessary.
- Conducts performance appraisals and establishes goals and activities for individual staff development.
- Prepares initial draft of the Comprehensive Annual Financial Report, including basic financial statements, supplemental schedules, footnotes, and statistics.
- Works closely with independent auditors to coordinate and complete the annual audit process; prepares/oversees preparation of all audit schedules.
- Assists Chief Financial Officer to develop annual budget processes; consults with managers and supervisors to develop budget proposals; oversees budget data entry and prepares initial draft. Develops recommendations for any mid-year supplementary budget resolutions.
- Assists with review and adjustments for the long-term financial plan; ensures compliance with federal and state reporting and filing requirements.
- Prepares and/or oversees preparation of all monthly financial reports.
- Reviews all bank and investment account reconciliations, ensuring timely and accurate preparation; prepares/oversees reconciliation of all asset and liability detail account balances and transactions.
- Maintains confidentiality and discretion with regard to financial records.
- Initiates wire transactions between the library's investment accounts and its operating bank accounts to cover all cash disbursements, as assigned.
- Works with Human Resources staff to ensure fiscal viability for all employee benefit plans.
- Coordinates all liability insurance programs; submits claims and follows through with claim administration as needed.
- Ensures compliance with all financial rules and regulations, including adherence to TABOR provisions.
- Works closely with the Chief Information Officer to ensure compliance with the library's eRate programs.
- Ensures compliance with all financial requirements for library grants and donations; provides fiscal assistance to Foundation staff as needed; reviews and evaluates all designated fund activity.

CONTROLLER (contd.)

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.
- Serves on state and regional professional committees.
- Attends regular department meetings and schedules All-staff meetings.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough 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 in governmental/non-profit accounting and best practices.
- Demonstrates expert knowledge of MUNIS or similar integrated financial/payroll/human resources software systems.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with staff at all levels, members of the Board of Trustees, vendors, and community partners.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish department goals and objectives.
- Ability to work independently and effectively organize daily work under limited supervision.
- 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 or related field; Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred.
2. Requires a minimum of three years of experience in an accounting capacity, including recent supervision of financial staff; three years of governmental accounting or auditing experience preferred.
3. Certified Government Financial Manager or Certified Public Finance Officer preferred.

CONTROLLER (contd.)

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 reach, bend, climb, twist and squat.

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.