



# CHIEF FINANCIAL OFFICER

Library 21c

40 hours per week, exempt

Open to all qualified current staff and external applicants

**Date Posted:** June 19, 2025

**Location:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920

**Starting Wage:** \$64.15 per hour - \$80.83 per hour + full benefits  
(for benefits information, please see [ppld.org/careers/benefits](https://ppld.org/careers/benefits))

**Position Hours:** 40 hours per week per the following schedule:

**Monday – Friday: 8 a.m. – 5 p.m.**  
**Evenings and weekends as required.**

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

## Application Procedure:

1. Complete a PPLD online application located at <https://ppld.org/careers> at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online 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 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until filled with preference given to applications submitted by July 21, 2025, at 9:59 p.m. MDT.

**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, 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**

Under limited supervision, supports the District's mission and manages all aspects of the Library District's finances; ensures that budgets align with overall goals and strategic plan.

### **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 CEO.
- Recommends fiscal policies and procedures for approval by the Board of Trustees; ensures compliance by District staff.
- Provides leadership, supervision, and workflow direction for the Finance department. Hires, supervises, coaches, and monitors the development of employees; prepares performance appraisals as scheduled.
- 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. Prepares specialized reports related to fiscal policy and/or planning for the Board of Trustees, CEO, or Leadership Team, as requested.
- Serves as a role model for employees; 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.
- 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.

## **CHIEF FINANCIAL OFFICER (contd.)**

- Manages PPLD Foundation accounting functions; attends all meetings of the Foundation Board of Directors; prepares financial reports and annual tax return.
- 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.
- Develops and implements policies, goals, and objectives, and ensures the enforcement of all applicable laws, ordinances, and regulations for the Finance department.

### **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 employees 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**

*The employee is expected to perform or possess the following:*

- 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 employees 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 employees at all levels, members of the Board of Trustees, community partners, and the public at large.
- Ability to effectively use applications software, including Microsoft 365, SharePoint, Word, Excel, Access, and Outlook, along with standard office equipment.

## **CHIEF FINANCIAL OFFICER (contd.)**

- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Education and Experience:**

- Requires a bachelor's degree in accounting, finance, or related field.
- Requires a minimum of ten years of experience in finance for a governmental or non-profit agency, governmental strongly preferred.
- Requires a minimum of four years of supervisory experience.
- A Certified Public Accountant, Certified Public Finance Officer, or Certified Government Financial Manager designation is strongly preferred.
- 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.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

## **CHIEF FINANCIAL OFFICER (contd.)**

### **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.
-