Finance and HR Administration Manager

The Westport Library has undergone an exciting transformation that is taking the organization into the 21st century and beyond. Dramatic in its redesign, the new space is unparalleled in its ability to adapt and shift with the ever-changing needs of the community. We are seeking a high energy financial manager, who can see the big picture while also being very detail oriented, is a team player and is excited to be a part of a highly dynamic, results oriented organization.

Purpose:

The Finance Manager, supervises the Finance and HR Administration Associate and is accountable for:

- Implementation and oversite of the day to day aspects of all fiscal operations; ensuring compliance with Generally Accepted Accounting Principles; monitoring Library budgets: financial reporting, taxes, audit, controls, finance policy and procedures implementation.
- Administration of HR Benefits and Payroll working in collaboration with Director, Organization and Management
- Management of all business insurance and coordinating certificate of insurance requirements with Town of Westport

Responsibilities:

1. Utilizing business software, manages all library accounts (operating, temporarily restricted, annual appeal) and prepares monthly financial reports.
   1. Balance Sheet
   2. Income Statement/Treasurer’s Report with Budget Forecast
   3. Trial Balance
   4. Fund Balance Report

2. Manages subsidiary ledgers for all library accounts.
• Daily Cash Receipts
• Payables
• Receivables
• General Ledger
• Monthly Bank Reconciliations

3. Prepares and/or ensures timely filing of:
   • Federal Form 990
   • State Form CPC-60
   • Quarterly & Annual Tax filings for both State and Federal authorities

5. Produces timely and accurate monthly financial statements and variance reports.
6. Ensures timely annual audit and compliance with all fiscal laws and regulations.
7. Maintain all financial records, including payroll, accounts payable/receivables, deposits, insurance policies, monthly and annual general ledgers and supporting financial statements and reports.
8. Provides fiscal assistance in developing and tracking budgets for new projects.

Requirements:

1. BS degree in Accounting, Finance or Business Administration (with an emphasis in accounting).
2. 5 years’ experience managing an accounting function, non-profit experience desired but not required.
3. Supervisory experience highly desirable
4. Extensive experience working with financial management software, Blackbaud’s Financial Edge experience is a nice to have
5. Superior organizational skills, ability to multi-task in a fast-paced environment and extremely detail oriented
6. Excellent communication skills both orally and in writing
7. Ability to work independently and in a team.
8. Excellent computer skills including proficiency with Microsoft Excel, Word and similar business software.

Send resume and cover letter to jobs@westportlibrary.org. Please include salary requirements and put title of position in subject matter of e-mail.