



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Chief Financial Officer (CFO)

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

This contract position serves at the pleasure of the Library District's (District) Executive Director. Receives administrative direction from the Executive Director. Exercises general supervision over the Business Office, which includes Purchasing and Contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs the daily operation of the Business Office, and ensures the efficient and cost-effective operation of all other assigned departments.
2. Provides administrative supervision to assigned managers and staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
3. Develops, interprets, and implements policies and procedures for the Library District and subordinate departments, including operational goals and objectives for the supervised departments. Monitors progress toward accomplishment of goals.
4. Ensures compliance of all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
5. Monitors contract compliance, grant reports, and accounts payable and receivable.
6. Serves on the Library District's Executive Council. Attends or conducts staff, Board, and other miscellaneous meetings. Attends meetings, conferences, and hearings for the purpose of representing the Library District, presenting recommendations, acquiring information, or implementing District policy.
7. Prepares Library District property tax levies for authorization by the Board of Trustees and submission to appropriate State, County or City departments of taxation for execution. Acts as Paying Agent for all debt service payments and develops debt policy.

8. Prepares, submits, and maintains the Library District's budget and adheres to established Library District objectives in such.
9. Prepares and publishes reports as required to include a popular and State of Nevada required annual budget and a comprehensive annual financial report. Ensures the timely processing of Federal and State payroll reports.
10. Coordinates the annual audit. Prepares and submits comprehensive annual financial reports for the Library District. Invests District funds in compliance with the District's investment policy.
11. Oversees the organization and deposits of incoming monies from various sources to designated departments/accounts.
12. Prepares and submits reports and memoranda to the Executive Director, Board of Trustees, and Library District staff and management.
13. Directs and supervises subordinate staff including training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
14. Resolves a wide range of routine and non-routine issues and difficult situations including fund and appropriations transfers, Library District budget problems, and explanation of District budget discrepancies to the Board of Trustees.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating and Budgeting
- Public Speaking

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's Degree in Business Administration or related field accredited from a college or university, including or supplemented by twenty-four (24) semester hours in Accounting.

Preferred: N/A

- **EXPERIENCE:**

Required: Eight (8) years governmental fund accounting experience which includes complex municipal revenue estimating and monitoring experience, including property tax levy calculations; six (6) years of which must have been in a supervisory capacity.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: NA

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of principles, practices, trends and best practices in Library Information Management.
- Ability to use, understand and influence the highest levels of current and emerging public finance, accounting and budgeting trends.
- Ability to manage multiple projects, organize workload, and integration effectively and efficiently to accommodate deadlines.
- Ability to maintain effective interpersonal relationships.
- Ability to communicate effectively with a wide variety of external and internal customers including Public and Persuasive Speaking.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

DEVELOPED: December 16, 1998

UPDATED: March 12, 2018