

Financial Analyst (full-time): Hartford Public Library seeks a seasoned professional responsible for production and analysis of financial reports, assisting with departmental budgeting, audit preparation and accounting functions of the Hartford Public Library including monthly reconciliations, and year-end closing. This position will ensure all invoices, requisitions, and contracts are properly coded and funded, and may assist in the accounts payable and receivable functions as needed. The Financial Analyst works closely with the Finance Director to develop and maintain the operating and capital budgets, ensure fiscal responsibility, and complete other tasks as assigned. This position ensures the highest level of service is provided by staff to all customers.

Minimum requirements:

- Minimum of 3-5 years of experience in finance, preferably in a nonprofit or municipal environment.
- Minimum of 3-5 years of experience managing budgets.
- Bachelor's degree in Finance, Accounting or Public Administration. Masters' preferred.
- Proficient with QuickBooks, Excel, and MUNIS software

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **A completed signed application must be received in order to be considered for this position. Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**