

Hartford Public Library

FINANCIAL ANALYST

Reporting to the chief administrative officer, the financial analyst is responsible for assisting the chief administrative officer with development and oversight of financial policies, financial management, and procurement for Hartford Public Library; performs professional accounting and financial analysis work. Oversees and maintains accounting and management controls for recording, reconciling and reporting payables, receivables, investments, administration employee payroll, revenues and expenditures; assists in the development and implementation of the Library's annual budget and capital plan; manages procurement process. This position supports the development and implementation of various financial processes and procedures, and is responsible for preparing various financial reports to federal, state, local and non-governmental entities.

DUTIES AND RESPONSIBILITIES

- Assists in the development and implementation of a multi-year budget and staffing plan to advance the strategic plan including programmatic, organizational, capital, technology, and other cost centers.
- Supports the chief administrative officer in assuring an annual break-even operating and capital budgets.
- Prepares monthly revenue and expense budget to actual reports; assist in the identification of financial risks and opportunities. Reports on budget to actual reports to protect against deficits. Develops monthly financial performance reports. Assures all funds are fully leveraged.
- Responsible for effective financial management of grants for compliance to ensure appropriate and full use of funds. Prepares monthly financial reports for grant funded project managers, assures timely drawdown of funds, and prepare financial reports to funders in a timely and accurate manner.
- Supports the chief administrative officer in exploring earned revenue opportunities to diversify the library's financial model.
- Responsible for accuracy of all financial records, timeline reconciliations and reporting internally and externally.
- Responsible for managing in-house accountant.
- Maintains confidential records and accurately prepare reports.
- Prepares supporting documentation for audits, and annual 990 IRS reporting.

- Requires thorough knowledge of procurement processes and payroll systems.
- Ability to comprehend and comply with federal, state and municipal laws, regulations and financial management standards
- Maintains procurement policies and procedures for Hartford Public Library and has clear understanding of City Procurement policies and procedures, provides technical assistance to managers regarding procurements.
- Responsible for large and complex purchases involving solicitation of quotes, request for proposals and management procurements process with the City assuring that requisitions, purchase orders, and encumbrances are handled in a timely manner. Prepares bi-weekly pipeline reports for procurements through the City reporting.
- Assures all proper documentation is included in procurement requests made to the City.
- Other duties as assigned by the chief administrative officer.

POSITION QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance with strong concentration in Accounting required, Master's degree preferred, CPA desirable, but not required.
- Municipal Accounting or Finance position with +6-8 years' plus experience
- Experience with MUNIS and crystal reporting software application 3 years minimum.
- Experience with Quickbooks accounting software.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Comprehensive knowledge of general laws and administrative policies governing financial practices, principles of accounting and budgeting.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting method procedures, forms and records.
- Ability to prepare informative and accurate financial reports.

- Ability to develop long-range financial plans.
- Requires excellent problem solving skills.
- Thorough knowledge of accounting, auditing and financial reporting principles and practices with special emphasis on governmental finance and accounting as applied to municipalities and nonprofit entities.
- Mastery of Microsoft Office products especially Excel and PowerPoint.
- Possesses organizational skills, ability to prioritize, multi-task and meet deadlines.
- Demonstrates an ability to follow oral and written instructions, to organize and express thoughts and ideas through both oral and written communication.
- Ability to establish and maintain effective working relationships with associates and the public.
- Ability to plan, organizes, direct and evaluate the work of subordinate employee(s).
- Valid Connecticut driver's license or ability to obtain upon employment.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.