



LA CROSSE PUBLIC LIBRARY

Business Services Supervisor

Finance and Funding

Department: Library
Division: Support Services Lead Team
Status: Exempt
Grade: 11
Report to: Director

Summary:

Under limited supervision, oversees all financial functions of the Library. Assists in planning and preparing the annual budget, monitors Library spending and grant activities, prepares monthly financial reports, and acts as liaison to the City Finance department. This position requires a comprehensive understanding of principles and practices related to finance and budgeting, as well as fundraising with emphasis on working collaboratively across library and city departments.

This position provides fiscal analysis, participates in operational budget preparation and expenditure of capital budget, accounting, statistical tracking and accounts maintenance so must possess excellent organizational skills and attention to detail.

Reporting Relationships and Team Work:

Reports to the Director and provides daily supervision and direction to paraprofessional staff in business services. Serves on the Administration Team and as Lead on the Fundraising Team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. 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.

1. Responsible for accounts payable and accounts receivable.
 - a. Coordinates processing and payment for all Library credit card activity, invoices and purchase orders in MUNIS software system.
 - b. Processes bi-monthly In-House invoices.
 - c. Maintains cash receipt/disbursement journals and special ledger.
 - d. Processes deposits and corresponding reports.

- e. Is responsible for a variety of revenue sources including public service registers, coin-operated photocopiers and computer print release stations. Handles, counts and deposits these and other monies received.
- 2. Maintains all funds received as either gifts or grants.
- 3. Library budget and financial accounts.
 - a. Prepares monthly financial reports and various statistical reports for City, Library Board, and Library Director.
 - b. Analyzes Library budget and makes recommendations on annual budget allocation.
 - c. Coordinates information pertaining to the City's chart of accounts and annual audit.
 - d. Compiles financial data, for submission of state annual report.
- 4. Acts as a liaison to Trust Point, City Finance, and gift management.
- 5. Responsible for annual Washburn filing and Sales & Use tax paperwork.
- 6. Assists donors with planned giving and facilitates fundraising initiatives.
- 7. Serves as Point Person as needed.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

- 1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
- 2. Positively reflect LPL's mission, vision, and values to the staff and public.
- 3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
- 4. Communicate effectively verbally and in writing.
- 5. Demonstrate quality customer service to serve as an adequate resource to employees.
- 6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
- 7. Demonstrate a positive attitude and flexibility.
- 8. Work well with others, show respect, contribute to the team.
- 9. Demonstrate library values of service, integrity, collaboration and community focus.
- 10. Demonstrate leadership in handling multiple tasks.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

- 1. Demonstrated experience with budgeting, financial reporting and accounts maintenance with concrete knowledge of accounting principles.
- 2. Demonstrated experience in account analysis and budget preparation.
- 3. Knowledge of credit card policies and procedures.
- 4. Excellent organizational skills and attention to detail.
- 5. Ability to establish and maintain relationships with contractual business services and vendors; demonstrated negotiation skills.

6. Demonstrated ability to handle confidential/sensitive information with discretion, tact, and diplomacy.

Technology Requirements:

- Strong computer skills, including database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used to satisfactorily complete job responsibilities.
- Microsoft Office Suite Skills (e.g. Outlook, Word, Teams) to satisfactorily complete job responsibilities.
- Advanced skill with in-depth usage of Excel spreadsheets; detailed knowledge of Excel's capabilities.

Education and Experience:

Bachelor's degree in business, finance, accounting or related field, or equivalent in other education and experience.

Licenses, Certifications, and Special Requirements:

- Must have a valid Wisconsin State Driver's License and an acceptable driving record.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.

Physical and Environmental Conditions:

- Work is performed in a busy environment with frequent interruption. While this position is eligible for occasional telework, daily onsite attendance is expected.
- Subject to sitting and standing for extended periods of time. May spend time walking, standing, bending, reaching and lifting up to 40 pounds.
- Frequent travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

Work Schedule

Full-time, frequently including evenings and extra hours related to desk service, meetings, programs, and special projects. Includes rotating evening and weekend hours.

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

This and all LPL positions are subject to change or transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. La Crosse Public Library is also an Equal Opportunity Employer.