



Finance Manager

Portland Public Library (PPL) is seeking a visionary, dynamic, forward-thinking, enthusiastic change leader who is eager to bring thoughtful, transformative energy and ***solid non-profit financial expertise*** to the position of **Finance Manager** as a member of the Library's Senior Leadership Team.

Reporting to the Executive Director, the Finance Manager is responsible for the library's day to day financial operations. This position assists in the overall financial management of and administrative support to library operations. This is a hands-on position and requires strong bookkeeping skills, understanding of GAAP, and municipal accounting, with the ability to execute finance functions as a part of a small finance team; supervises one finance assistant.

Scope and Nature of the Position

The Finance Manager, an exempt administrative position, oversees expenditures in all areas of library operations and has check signing authority along with the Executive Director, Board President, and Board Treasurer.

As a member of the Library's Senior Leadership team, along with the Executive Director, Associate Director, Director of Advancement & External Relations, and Director of Human Resources, the Finance Manager participates in the development and implementation of strategic financial initiatives and is a key contributor to the establishment of a positive and healthy organizational culture focused on the mission, vision, and values of the library, and diversity, equity, and inclusion initiatives.

The Finance Manager also works with internal and external library colleagues including the City of Portland, and designated Trustee committees, as they play a crucial role in financial forecasting & strategic planning and management of gifts & grant spending. The Finance Manager will actively represent PPL in statewide collaborative conversations and pursuits as delegated by the Executive Director.

Key Responsibilities:

- Responsible for all aspects of the library's financial management, in coordination with the Executive Director, Board Treasurer, and Board Finance Committee, including budget preparation, control of all receipts and disbursements, banking transactions, monthly financial reporting and analysis, balance sheet account reconciliation, and preparation for the annual audit.
- Works with the Executive Director, Senior Leadership Team, Area Directors, and Trustees in preparing the budget. Communicates with the City of Portland's Director of Finance in preparing, managing and monitoring the annual budget. The incumbent participates at monthly Board meetings, reporting on financial matters. Further, this position, in conjunction with the Executive Director and Finance Committee, monitors and reports on all investment funds.
- The incumbent is the staff liaison for the Board Finance Committee meetings.
- The Finance Manager, in collaboration with the Director of Human Resources, is responsible for oversight and supervision of the Finance & Human Resources Specialist.
- The Finance Manager serves as backup to the Finance & Human Resources Specialist for payroll, accounts payable and the cash receipt processing functions during absences.
- Negotiates, evaluates, and maintains commercial insurance coverage.
- Evaluates the financial impact of library contracts to include but not limited to HVAC, IT, Programming, etc.
- Provides in-depth analysis to the library administration, Trustees, and staff in evaluating the financial implications of staffing, programming, and purchase decisions, and represents the administration in ongoing and ad hoc committee work.
- Meets regularly with the Executive Director and other leadership to share ideas, goals, plans, concerns, and projects and to recommend financial policies, procedures, and guidelines.
- Serves as a member of the Administration team during collective bargaining with staff union. Serves as a liaison with the city on managing payroll procedures.
- Keeps up to date on financial management issues and incorporates into policy/procedures as needed.
- Keeps informed about financial issues affecting staff by fostering effective communication with individual employees, groups of employees and city officials.
- Participates in special assignments or manages special projects as assigned by the Executive Director. As a member of Senior Leadership, the incumbent may need to cover for the Executive Director, as person in charge, in their absence.
- Seeks opportunities for professional development.

The primary challenge of this position is to be responsive to the often-immediate needs of the library staff and administration while maintaining on-going activities.

Skills and Talents Required

- Strong analytical acumen and a keen understanding of and interest in current and emerging financial trends in libraries and best practices coupled with the ability to articulate PPL's business priorities and key services.
- Strong bookkeeping, reconciliation, analytical skills, understanding of GAAP and municipal accounting, and ability to work hands-on throughout all stages of the financial process.
- Working knowledge of non-profit and/or library finance, related laws/regulations & best practices, and their application.
- Decisive leadership and thoughtful coaching and guidance to Supervised staff as they implement relevant strategic initiatives.
- Ability to inspire and serve as a resource to colleagues.
- Knowledge of and enthusiasm for developing alternative service models to best serve Library needs.

Qualifications: Education/Experience

At the entry level, this position requires a **degree in accounting, or 3-5 years of comparable progressively responsible experience in non-profit finance**. Additionally, the following skills are required:

- 2-3 years of progressive staff supervision, management, and leadership experience.
- Strong written and verbal communication ability; exceptional interpersonal skills.
- Demonstrated capacity to coordinate multiple tasks under time constraints.
- Ability to work effectively in stressful situations towards solutions.
- Experience with Excel and financial software.
- Experience with and interest in expanding technology tools.
- Ability to work effectively and cooperatively with other members of library staff and administration.
- Demonstrated strong analytical, strategic, critical thinking, problem solving, and negotiation skills.
- Collaboration in working within a team and department staff.
- Strong service orientation and demeanor appropriate to provide an elevated level of service to a diverse public.
- Ability to inspire confidence as a public representative of the library.

Familiarity with a union environment and collective bargaining agreement is helpful.

About PPL, visit our website @ [Portland Public Library](#)

Core Values

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues. We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community.

Applicants with diverse identities or backgrounds are encouraged to apply.

Starting Salary: \$80,000 - \$90,000

Benefits: Permanent employees receive a generous benefits package through the City of Portland that includes paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine and Thomas College.