



*Passionately
Curious*

CAREER OPPORTUNITY | FINANCE DIRECTOR



THE COMMUNITY

NCW Libraries serves five rural counties in Washington State. Geographically, it is the largest of Washington's library systems, covering nearly 15,00 square miles. Our population of nearly 280,000 includes a diverse mix of orchardists, farmers, rangers, migrant workers, small-business owners and entrepreneurs, public utility employees, healthcare providers, educators, and more.

The area is known for abundant production of apples, cherries, wheat, and other commodities. The tourist industry is robust and growing. Leavenworth, Chelan, and the Methow Valley are premier destinations for vacations from across the state. A technology boom centered in Grant County is fueled by hydroelectric power rates that are the lowest in the nation.

Our administrative offices are located in the city of Wenatchee, a thriving and growing community nestled in the heart of North Central Washington. With nearby ski slopes, hiking and biking trails, river and lake access, and other outdoor activities, work-life balance has never been easier.

Wenatchee is also home to a robust performing arts culture, high quality restaurants and wineries, and a charming downtown full of shops and cafes within easy walking distance from library headquarters. In under three hours, residents can drive to Seattle or Spokane for plenty of great options for dining, entertainment and shopping. Need to get to the Emerald City sooner? Pangborn Memorial Airport is only 15 minutes from downtown Wenatchee and offers several daily flights to Seattle. Life in North Central Washington truly combines charm with convenience, creating an overall quality of life that cannot be found anywhere else.



POSITION SUMMARY

The Finance Director leads NCW Libraries financial planning and management efforts to include budget development, monitoring, reporting, forecasting, and policy setting regarding fiscal procedures. The Finance Director has a comprehensive range of financial planning and management responsibilities, overseeing annual budgets across the district's 30 libraries located in five counties. Manages financial core services to include accounts payable, payroll, procurement, financial reporting, contracting and grants. The Finance Director is a member of NCW Libraries executive leadership team and is key to leadership's vision of trust and financial transparency. This position reports to the Executive Director and supervises the Payroll and Benefits Manager and Accounting Technicians.

QUALIFICATIONS

Bachelor's Degree in Accounting, Finance, or related discipline plus 3-5 years of progressively responsible accounting experience, or other equivalent combination of education and experience.

Extensive experience applying financial and accounting practices including reporting information, internal controls, and variance analysis. Knowledge of state auditing, tax, wage, and security reporting.

Excellent analytical abilities and the ability to read and write reports effectively. Strong organizational and time management skills. Detail oriented with exemplary follow through.

CPA or MBA preferred, but not required.

PRIMARY RESPONSIBILITIES INCLUDE

Develop and monitor the library budget. Provide leadership and strategic partnership to fiscal management and planning. Forecast trends, analyze performance results, and address financial concerns. Monitor and adjust projected and actual revenues and expenditures. Develop procedures for implementation, execution, control, review, and audit of fiscal operations. Ensure appropriate internal accounting controls. Develop and implement financial terms and formulas needed to obtain revenues.

Direct the preparation of payroll, daily deposits, procurements, accounts payable, vouchers, and monthly/quarterly usage statistics.

Prepare all financial statements and specialized reports. Develop, modify, and maintain record keeping and reporting systems. Oversee and review quarterly and annual reports filing to include federal tax, employment security, DOR, state tax, 1099's, and social security annual wages.

Negotiate and administrate contracts and grants. Determine annual fees from contracting cities and monitor receipts. Serving as a primary point of contact for the state auditors, county treasurers, and vendors.

Lead the work and processes of the finance office personnel. Cultivate positive, mutually beneficial relationships with the executive leadership team, managers, direct reports, and staff at all levels of the organization.



COMPENSATION & BENEFITS

SALARY

\$93,923.18 - \$126,224.89 annually

MEDICAL

Full medical, dental, and vision coverage

PAID TIME OFF

- Vacation Leave
- Two Floating Holidays
- Sick Leave
- All Federal Holidays

RETIREMENT

PERS retirement

APPLICATION PROCESS & RECRUITMENT SCHEDULE

Please submit an application, resume, and cover letter at ncwlibraries.org/currentopenings.

This position will remain open until filled.

LIBRARY GOVERNANCE

NCW Libraries is governed by a Board of Trustees. Library Trustees are appointed by the County Commissioners of Chelan, Douglas, Ferry, Grant, and Okanogan counties in accordance with RCW 27.12.190. Chelan and Grant counties appoint two trustees each and the other counties each appoint one. Library Trustees are appointed for seven-year terms and may serve no more than two-terms.

BUDGET

NCW Libraries annual budget for 2022 is just over \$16,000,000. We are a junior taxing district with rights to assess our own levy. In addition to our annual budget, NCW Libraries has a \$10,000,000 reserve fund that the board has approved for distribution to update our library facilities according to our strategic plan.

ORGANIZATIONAL STRUCTURE

Branches and Services

NCW Libraries has thirty public library locations which house a collection of over 700,000 items. Plus, thousands of additional digital resources are available 24/7 through our website. Every location offers public access computers, printers, and wifi, free of charge. Our branch staff are committed to meeting the unique needs of each community they serve and have responded to challenges of the past few years with flexibility and innovation.

In addition to our buildings, we proudly serve our rural communities through our two bookmobiles and mail order library service, expanding library access to the most rural patrons. Our Public Services team includes Collections, Technical Processing, Distribution, Mail Order, Services (Children, Teen, Adult, STEM, and Bilingual Outreach), and Marketing and Communications. Our Operations team includes Finance, Human Resources, Information Technology, and Facilities.

