POSITION OPEN: Accounting Team Leader

DATE AVAILABLE: Immediately

SALARY RANGE: $68,000 – $84,000 CLASSIFICATION RANGE: 6

The Ferguson Library offers full-time staff members a competitive salary, comprehensive and generous package of employee benefits and programs to encourage staff members to achieve personal and professional growth.

Team Leader Responsibilities:
- Provides overseer for the day-to-day operations of the Business Office, which includes financial accounting, accounts payable/purchasing, accounts receivable/cash receipts, payroll, receptionist and Passport Office.

Duties/ Responsibilities:
- Oversees the preparation of periodic monthly closing and periodic financial statements and Board reporting.
- Ensures that financial reports comply with generally accepted accounting principles (GAAP).
- Assists external auditors and provides required statements and information for the annual audit.
- Responsible for maintaining relationships with banks used by the Library.
- Reviews budget report and assists other departments to prepare annual budgets.
- Maintains and build documented system of accounting policies and procedures.
- Identifies and recommends updates to accounting processes and procedures.
- Assists with ongoing implementation of the accounting and payroll software modules.
- Monitor cash, including reconciling monthly bank statements.
- Knowledge of accounts payable and payroll processing and procedures to provide back-up support if necessary.
- Performs other related duties as assigned.

Required Skills/Qualifications:
- Bachelor's degree in Accounting or Business Administration preferred.
- 7-10 years accounting experience; knowledge of nonprofit accounting a plus.
- A firm understanding of Generally Accepted Accounting Principles (GAAP).
- Mastery of accounting software, Blackbaud Financial Edge NXT desirable.
- Demonstrated proficiency in MS Office.
- Detail-oriented and able to process data with the right balance between accuracy and efficiency.
- Strong analytical and problem-solving skills, as well as strong interpersonal, verbal, and written communication skills.
- Independent, organized, and a flexible work style.
- Proven ability to maintain confidentiality.

If you are interested in being considered for this position, please submit a resume and covering letter by email to apply@fergusonlibrary.org.