

## Controller

FLSA: Exempt

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### Summary

Under general direction of the Executive Director of the Peninsula Library System (PLS), responsible for oversight of the finance and accounting functions and staff. Provides complex managerial guidance in administrative and programmatic financial matters. Also responsible for the financial and accounting activities of other contracting organizations/agencies.

### Organizational Impact

- In a complex organization with multiple stakeholders, shares responsibility with the Director for its funding, budget, management, and success.
- As a member of the management team and the principal accounting professional for PLS, the Controller is responsible for communicating financial information in a clear and compelling manner with integrity and accuracy both internally and externally.

### Essential Duties and Responsibilities:

- Oversees the management of all financial resources, utilizing appropriate control and risk aversion practices to optimize fiscal integrity.
- Plans, directs, and manages all finance and accounting activities, including accounts payable, accounts receivable, payroll, and general ledger.
- Ensures high quality, timely, and accurate financial reporting.
- Provides financial insight into PLS operations to ensure it is efficient and effective.
- Prepares financial reports for the governing bodies of PLS and other contracting agencies as required. Attends and participates in all meetings of these entities and oversees preparation of financial reports for them in compliance with California law.
- Responds appropriately to concerns or issues of the Executive Committees or Councils.

### Other Job Duties:

- Actively promotes understanding of the roles, services, and value of PLS and other contracting organizations/agencies to member libraries and individual staff.
- Provides supervision for the accounting unit staff. Responsibilities may include hiring, interviewing, and training of employees as appropriate; planning, assigning, and directing work, including performance evaluation and appraisal.
- Oversees Human Resources and benefit programs for employees, including but not limited to pension, deferred compensation and insurance programs.
- May oversee facilities and operations as required.

- Develops and administers annual budgets, regular budget reports, and audits.
- Monitors expenses; negotiates and authorizes contracts.
- Responsible for identifying opportunities and/or strengthening revenue sources.
- Oversees federal, state, and local grants Ensures compliance with all grant requirements. Manages insurance and benefits for PLS and all other contracting organizations/agencies.
- Gains and maintains an in-depth understanding of the relationship between local libraries, library systems, the State Library and PLS. Understands the California Library Services Act, and other California and federal laws governing public libraries.

*The above duties are accomplished in part by fulfilling the following responsibilities:*

- Establishes and maintains adequate internal control policies and procedures related to accounting functions and financial reporting.
- Establishes policies and procedures to ensure compliance with generally accepted accounting principles (GAAP) and government accounting standards (GASB).
- Assists in the preparation of grant applications and agreements. Prepares budgets and certifies financial reports for grant compliance.
- Prepares and publishes timely and accurate financial reports, budget adjustments and analyses for Boards, Councils and Committees.
- Prepares operating budgets and multi-year financial projections for PLS and other contract agencies at program and detail levels, encumbrance and expenditure documents. Ensures cash flow needs are met.
- Provides interpretive guidance to management regarding financial performance and, when necessary, recommended actions for improvement.
- Oversees the lease renewals, rent roll and contracts for the PLS building at 2471 Flores Street. Responsible for all insurance and reporting.
- Provides leadership for accounting unit. Selects, trains, mentors, and supervises accounting staff to achieve effective and efficient accounting operations.
- Manages short-term cash investments to assure capital preservation and liquidity.
- Maintains all insurance programs including but not limited to health, dental, life, property, general liability, and auto. Ensures that risks are properly assessed, and insurance needs are adequately met at reasonable premiums.
- Interfaces with independent public auditors in the conducting of their audits and preparation of any required tax filings.
- Develops and maintains written accounting policies and procedures. Ensures appropriate implementation and compliance.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor.

	<b>Required</b>	<b>Preferred</b>
<b>Education</b>	BA or BS in accounting or finance from an accredited institution	MBA or CPA
<b>Experience</b>	Five or more years of related professional experience, including three years of administrative and supervisory experience	Governmental agency or non-profit experience
<b>Knowledge</b>	<p>Methods of Budget preparation and analysis; principles and practices of budget preparation and administration</p> <p>Grant and contract management including record keeping, retention policies and practices for records</p> <p>Generally accepted accounting principles (GAAP) and government accounting standards (GASB)</p> <p>Principles and practices of project management</p> <p>Principles of supervision, training, and performance evaluation</p> <p>Principles and practices of administration in the public sector, including methods and techniques used in financial administration, project management, personnel administration, purchasing, contracting, and service design and delivery</p> <p>Pertinent Federal, State, and local laws, codes, and regulations including Human Resources regulations such as minimum wage, overtime, pension and other benefit programs as well as laws regarding governmental and non-profit entities, including tax and reporting requirements</p>	<p>Principles and practices of modern library services and library organizational structure; values and principles of librarianship</p> <p>The administrative structure and history of PLP, PLS and other contracting agencies</p> <p>The structures, management and history of Bay Area libraries and library agencies</p> <p>Policies and procedures of local, state and federal library programs as well as private or non-profit funding programs to ensure compliance and leverage opportunities</p>

<p><b>Skills and Abilities:</b></p>	<p><u>Integrity:</u> Possesses the highest standards of character and integrity</p> <p><u>Analytical Thinking:</u> Synthesizes complex and diverse information; uses intuition and experience to complement data</p> <p><u>Management:</u> Includes staff in planning and decision-making; develops staff's skills and encourages growth; provides regular performance feedback; solicits and applies internal and external user feedback</p> <p><u>Judgement:</u> Displays willingness to make decisions; exhibits sound and accurate judgement; includes the appropriate people in the decision-making process; makes timely decisions</p> <p><u>Communication:</u> Expresses ideas clearly and effectively, both orally and in writing; responds well to questions; speaks and writes well to report, persuade, and advocate; demonstrates group presentation skills</p> <p><u>Technical Skills:</u> Excellent analytical, quantitative and organizational skills. Strong general accounting, reporting, budgeting, and forecasting skills. Familiarity with fund or non-profit accounting is essential. Proficiency with automated accounting systems and Microsoft Excel. Knowledge of Abila MIP accounting system a plus</p> <p><u>Visionary Leadership:</u> Displays passion and optimism; inspires respect and trust; motivates others to fulfill the vision</p> <p><u>Strategic Thinking:</u> Develops strategies to achieve organizational goals; understands the strengths and weaknesses of the organizations served; identifies external threats and opportunities; adapts strategy to changing conditions</p> <p><u>Innovation:</u> Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas</p>	
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**REQUIRED QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**Work Environment and Physical Demands:**

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or work rooms. Frequent travel within the service area and the State is required.