



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Job Description

Job Title: Manager, Administration and Finance

FLSA: Exempt

Date: 12/02

Job Summary: Under the general supervision of the Executive Director, this position is responsible for the operational administration of the System's activities in the areas of finance, human resources/employee benefits, facilities management, and government reporting. The Manager supervises the Finance Specialist; serves as primary contact for building tenants; works closely with all UHLS staff; is a member of the UHLS Management Team; and performs other duties as assigned.

Essential Functions:

1. Performs various finance tasks, including:
 - a. supervision of the Finance Specialist (bookkeeping/accounting functions);
 - b. preparation and monitoring of the annual budget;
 - c. tracking program and departmental expenditures;
 - d. generating invoices and monitoring payment records;
 - e. preparing and presenting financial reports to the System Board;
 - f. assisting in the preparation for the annual independent financial review.
2. Performs various human resources/employee benefits tasks, including:
 - a. maintaining all personnel records, including employees benefits reporting;
 - b. annual employee/retiree health care coverage research and recommendation;
 - c. monitoring and generating invoices for retirees health insurance;
 - d. reviewing personnel policies and procedures to ensure currency and compliance with all applicable laws and regulations.
3. Performs various facilities management tasks, including:
 - a. serving as primary contact with building tenants;
 - b. managing all of the insurance coverage for the System;
 - c. managing contractual janitorial services;
 - d. performing routine building maintenance as needed;
 - e. contacting outside contractors as needed and overseeing building projects.
4. Performs various government reporting tasks, including:
 - a. compiling information and completing the NYS Public Library System Annual Report;
 - b. assisting member libraries with the completion of their NYS Public Library Annual Report;
 - c. preparing and editing the UHLS Annual Membership Report;
 - d. preparing and submitting various NYS/Federal forms and reports as required.

5. Performs various other administrative tasks, including:
 - a. providing administrative support for System Board and Directors Association meetings, which requires attendance at all System Board and Directors Association meetings;
 - b. coordinating the UHLS annual membership meeting;
 - c. serving as initial phone contact for incoming calls to UHLS;
 - d. maintaining and ordering office and meeting supplies;
 - e. maintaining office equipment.
 6. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Demonstrated thorough knowledge of finance and accounting principles, practices, and procedures in a contemporary business environment;
 2. Demonstrated thorough knowledge of general administrative/office management procedures in a contemporary business environment;
 3. Ability to effectively supervise staff;
 4. Ability to effectively communicate orally and in writing, and to demonstrate a strong commitment to customer service in all interactions with staff, member libraries, vendors, etc.;
 5. Ability to handle tasks independently and manage multiple priorities, deadlines, and reporting cycles;
 6. Ability to keep and maintain complex records with a high level of confidentiality;
 7. Ability to quickly attain a thorough knowledge of UHLS policies and procedures;
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Education and Experience:

A Bachelor's Degree in Finance, Accounting, Business Administration, Human Resources, or a closely related field; AND two (2) or more years of related employment experience in a similar work environment; OR

An equivalent combination of technical training, education, and experience.

Physical and Environmental Conditions:

Work requires occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 60 pounds.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meetings and training rooms, libraries, and vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

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

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.