



## **JOB DESCRIPTION – ACCOUNTING & HR MANAGER**

### **Overview:**

The Accounting & HR Manager reports to and works under the direction of the Library Director. This role is responsible for actively supporting the Library Director in ensuring the smooth running of all financial and HR-related operations.

Working closely with the Library Director, accounting duties and responsibilities will be related to in the oversight of all Library accounting matters, including but not limited to: performance of day-to-day accounting functions, record-keeping, cash flow management and budgeting, administering payroll and benefits, and preparing reports and analysis for use in decision making.

Human Resources duties and responsibilities will be related to the oversight of all Library HR matters, including but not limited to: HR planning, staff budgeting, development and application of HR policies and procedures, maintaining positive employee and union relations, record keeping, health and safety, and acting as a general point of contact for staff, management, and union representatives.

### **Education and Experience Required:**

- Completed post-secondary education in Business, Accounting, and/or Human Resources
- Minimum 2 years' experience in an accounting role with experience using computerized bookkeeping software
- Minimum 2 years' experience in an HR role; experience in a unionized environment is an asset
- Previous experience working in a public library is an asset

### **Major Duties & Responsibilities**

#### **Human Resource Administration**

- Advises and assists the Leadership Team in all matters of personnel administration, including hiring, onboarding and orientation, staff training and recognition, conflict resolution, and disciplinary action
- Maintains accurate HR records including vacation, health and safety matters, staff orientation and training, recruitment support activities, and WCB claims. Develops and maintains systems for retaining employment and HR records.
- Assists the Library Director in the preparation of HR policies and procedures and consolidates information on employee compensation and benefits for Board consideration.
- Provides information about safety, health and wellness for staff, as well as training and support for Leadership Team on compliance with Occupational Health and Safety requirements.
- Prepares documentation for emergency response and health and safety practices including hazard assessments.

- Provides administrative support including preparation, maintenance, receipt and distribution of correspondence and other documentation, paper and electronic filing systems and travel arrangements.
- Liaises with facility vendors; reviews contracts to ensure that contractual obligations are met and that contracts are renewed.
- Liaises with appropriate Town departments regarding facility maintenance and interrelated financial matters
- Plans and organizes staff and Board events, including catering and local arrangements.
- Researches and prepares reports and performs other duties relevant to the position as assigned.

#### **Accounting Administration:**

- Maintains accounts payable, accounts receivable, general ledger, banking, petty cash, payroll, benefits, pension plan, GST, budget preparation and reporting functions.
- Processes and monitors invoice amounts and assesses expenditure patterns, following up with vendors as needed.
- Compiles and presents accurate and timely financial information, including but not limited to budgets and financial reports, under the direction of the Library Director.
- Monitors bank balances and interest on investments, advising adjustments to increase revenue and decrease banking expenses; liaises and builds relationships with personnel at associated financial institutions
- Prepares documentation for annual audit, makes year-end adjusting entries and liaises with the external auditor, maintaining a positive and professional relationship
- Ensures adequate internal financial controls, as well as financial compliance with governmental regulations.
- Develops procedures for internal financial controls, financial policies and procedures, and trains Leadership Team to abide by these controls.
- Maintains accurate files of financial and personnel records, contracts and asset inventories, and other documentation as requested.
- Performs administrative duties as assigned by the Library Director, including the preparation of regular and ad hoc financial reports to support decision making
- Coordinates meeting room bookings and collection of rental fees to ensure user needs are met in an efficient and timely manner.
- Arranges payment for library purchases, including office supplies
- Trains and directly supervises Administrative Assistant
- Other duties relevant to the position as assigned.

#### **Leadership:**

- Demonstrate vision, innovation, creativity, and being a champion for change when such is in the best interests of meeting the Library's mission and *Plan of Service*
- Participates as a member of the management team to contribute to budget planning and development, as well as operational and strategic planning, providing guidance with regards to legislation and the Collective Agreement
- Contributes to positive workplace culture through developing and implementing effective employee/union relations strategies
- Provide leadership to unionized staff and collaborate with the Leadership team in overall personnel administration

- Research and advise on latest developments and best practice in the delivery of Library services, policy issues and customer concerns

**Abilities & Skills Required for Success:**

- Proven ability to exercise a high level of discretion and to keep sensitive and personal information confidential
- Demonstrated ability to plan, implement and manage organizational change and growth
- Well-developed verbal communication and interpersonal skills to foster collaboration and partnerships with staff, patrons and community stakeholders
- Adaptability in a dynamic and changing environment with a strong desire to learn
- Proven ability to work collaboratively in a team setting as well as independently with minimal supervision
- Proven ability to provide leadership to library staff and address challenging or unexpected situations in a professional and appropriate manner
- Self-motivated, with strong attention to detail and the ability to manage multiple projects simultaneously, prioritizing to ensure all related deadlines are met
- Technological proficiency including in the use of Microsoft Office Suite including a high level of proficiency in Microsoft Excel and experience using computerized bookkeeping programs.

**Additional Requirements:**

- Valid driver's licence and vehicle; ability to satisfy insurance requirements
- Fluency in both verbal and written English communication
- Satisfactory Vulnerable Sector Check from the Police Service

**Compensation & Hours:**

- This is a full-time position with 40 hours/week and will include day, evening and weekend shifts in order to accommodate deadlines, meetings, Library events and programs, and community events
- Salary range is based on current professional staff pay grid
- Comprehensive benefits plan offered