

Northeast Kansas Library System

Title:	Fiscal Coordinator
Department:	Administration
FLSA Status:	Salaried Exempt

Position Summary

Under the supervision of the System Director, the Fiscal Coordinator is responsible for managing the financial operations and systems of the organization. This is achieved in coordination with the System's outsourced accounting partner and includes financial reporting, audit management and payroll, and participating in development of the annual budget. The ideal candidate will possess a strong proficiency in QuickBooks and Excel, with a strong understanding of financial reporting and municipal budgeting.

Key Responsibilities

- Maintains the System office's accounting software.
- Prepares all incoming invoices for payment.
- Manages timekeeping for the preparation of payroll; maintains accurate employee payroll and benefit records.
- Receives money from all sources, records in proper accounts and makes bank deposits as needed.
- Ensures financial compliance with state and federal laws and regulations and Board policies.
- Prepares all outgoing invoices, including Courier, Next consortium, and supplies and material orders.
- In coordination with the System's outsourced accounting partner:
 - Prepares payroll, W-2s and 1099s
 - Submits all required payroll-related deposits and reports to appropriate Federal and State agencies
 - Submits all KPERS and 457(b) payments
 - Performs monthly closing activities including journal entries, accruals, account reconciliation and analysis
 - Prepares accurate financial statements for monthly meetings
 - Prepares GAAP-based financial statements and all work papers for annual audit
 - Maintains accurate running encumbrance records and submits them to the System Director as needed
 - Balances all ledgers and bank statements monthly and annually
- Maintains and reviews all business contracts and brings to the attention of the System Director as needed.
- Prepares budget projections and other financial calculations as requested by the System Director and helps develop the annual budget.

The specific statements shown in each section of this description are not intended to be all inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.

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- Administers grants received by NEKLS.
 - Maintain financial records, prepare financial reports, and monitor grant expenditures to ensure compliance with funding agency regulations and internal policies.
 - Monitor compliance with grant terms, conditions, and regulations, as well as internal policies and procedures.
 - Assist in developing and managing grant budgets, ensuring accurate tracking and allocation of funds.
 - Prepare and submit required financial reports, including progress reports and final reports.
- Maintains financial records for the Northeast Kansas Library Foundation.
- Administers records archives.

Qualifications and Experience

- Bachelor's degree required with a preferred emphasis in accounting from an accredited higher education institution.
- Minimum three (3) years of experience in accounting/bookkeeping.
- Proficiency in QuickBooks and Microsoft Excel, with the ability to perform complex financial analysis and reporting preferred.
- Strong understanding of budgeting, financial reporting and audit processes.
- Knowledge of governmental accounting theory, principles and practice, and internal control concepts.
- Must be team-oriented, possess a positive attitude and the ability to work well with others.
- Must be detail-oriented, organized and demonstrate analytical ability.
- Must possess strong written, verbal and interpersonal skills.
- Must be bondable.
- Knowledge of grant management and compliance requirements is a plus.
- A valid Kansas driver's license with an acceptable driving record is required.

Additional Requirements

Decision-making: The Fiscal Coordinator makes decisions about performing daily duties in the most efficient manner. Policy and budget decisions must be made in communication with, and subject to the approval of, the System Director.

Financial Accountability: The Fiscal Coordinator is responsible for monitoring department resources but is not responsible for budgetary control of the department.

Personal Relations: The Fiscal Coordinator will be in daily contact with the co-workers, and frequent contact with staff from member libraries, vendors, and the public in support of the organization's operations.

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Travel: Occasional travel to workshops, conferences and member libraries.

Essential Physical Functions: The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, crouch, and lift and/or move up to 30 pounds. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Selection Guidelines

Cover letter and resume, written application, and oral interview. All offers of employment are contingent upon satisfactory results of a thorough background check, reference check, and job related tests.

Employee Certification

I hereby understand and acknowledge that any employment relationship with the Northeast Kansas Library System is “at will”, which means that the employee may resign at any time and that the Northeast Kansas Library System may discharge the employee at any time, with or without cause. It is further understood that this “at will” employment relationship may not be changed at any time.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change.

I have read this job description and am qualified for the position it describes. I hereby certify my ability to perform all essential functions of the position, with or without reasonable accomodation, as stated in this position description.

Name

Date

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March 2025