Northwest Georgia Regional Library System
Finance Manager

- **Type:** Full Time (40 hours / week, exempt)
- **Position ID:** NGRL-FINANCE-1026
- **Salary:** $60,000 / year
- **Benefits:** Participation in Teacher's Retirement System of Georgia pension plan; health, dental, vision and other insurance options; and paid time off including accrued vacation, sick leave, and paid holidays.
- **Posted Date:** 10/30/2026
- **Deadline to Apply:** First review of applications will begin on November 12, 2026. Applications received after this date will be reviewed as needed.

Job Summary

Under the direction of the Library Director and Assistant Director, the Finance Manager manages the library system's day-to-day finances and HR administration activities. The Finance Manager ensures organizational compliance and serves as a key financial operator and advisor.

This position maintains vital financial, business, and library records while performing essential administrative, payroll, and bookkeeping duties. The Finance Manager implements internal accounting procedures to ensure the accuracy and integrity of the library's financial transactions, collaborating with the administrative team to prepare library budgets and financial reports.

Scope of Authority & Decision-Making

- *Operational Autonomy:* The Finance Manager is expected to manage daily bookkeeping, payroll processing, routine reporting, and HR administration workflows.
- *Collaborative Advisory:* This position acts as the primary internal expert on GASB, GAAP, and grant compliance, generating the data and recommendations that shape the library's financial health. The Finance Manager identifies financial trends, spots potential budgetary discrepancies, and proposes proactive solutions to library leadership.
- *Final Approval Limits:* Final authority for signing contracts, approving unbudgeted expenditures, enacting policy changes, and executing high-level strategic decisions rests solely with the Library Director and/or the Library Board of Trustees.

Essential Job Duties

Financial Management & Advisory

- *Accounting Operations:* Performs and/or supervises accounts payable and accounts receivable, including comprehensive financial reporting.
- *Budget Tracking:* Monitors fund balances, expenditures, received revenues, and cash flow. Works closely with the Library Director to prepare the annual budget requests and final local and state budgets.
- *Financial Reporting:* Prepares monthly, quarterly, and yearly financial reports (including statements of revenue and expenditure) for the Director, library boards, and local, state, and federal agencies. Prepares special financial analyses as requested.

- *Audits & Compliance:* Coordinates with external auditors and library leadership to ensure timely, clean year-end audits and full compliance with financial deadlines and guidelines.
- *Grants Management:* Posts all grant account transactions, requests timely reimbursements from federal, state, and local agencies, and maintains a detailed schedule of all federal and state grants.
- *Policy Review:* Consults with the Library Director on preparing, updating, and enforcing financial policies, controls, and procedures, providing professional recommendations based on current fiscal requirements. Maintains an updated knowledge of the State of Georgia Chart of Accounts.
- *Board Engagement:* Attends library board meetings and answers operational financial questions as directed by the Director or board members.
- *Risk Management:* Maintains all required insurance coverage, including worker's compensation, fiduciary, vehicle, and property insurance.

Human Resources & Administration

- *HR Administration:* Coordinates routine human resources workflows, including new-hire onboarding, payroll processing, payroll liabilities, and benefits administration.
- *Payroll Integrity:* Reviews timesheet calculations, and monitors staff leave accrual.
- *Record Retention:* Manages and maintains personnel records and financial records according to official record retention requirements.

System Support & Professional Growth

- *Patron Services:* Welcomes and assists a diverse patron population, including English and Spanish speakers. Provides excellent customer service to the public, staff, and the library board.
- *Professional Development:* Attends workshops, seminars, and training—including financial classes offered by the Georgia Public Library Service—to stay abreast of developments in library operations, financial policies, and staff benefit updates.
- *General Duties:* Performs other duties as assigned to support the library system.

Requirements of Position

Required Knowledge and Skills

- Thorough knowledge of the principles, practices, and terminology of accounting, as well as financial administration (including budgeting and reporting).
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) regulations.
- Knowledge of modern office, procedures, equipment, business communications and deep proficiency in office productivity suites, specifically Google Workspace (Docs, Sheets, Drive) and Microsoft Excel.
- Knowledge of and the ability to quickly master specialized financial software programs.
- Ability to effectively schedule, plan, and supervise the work of other staff members.
- Ability to communicate effectively in both oral and written form.
- Exceptional analytical and critical thinking skills, with a proven ability to investigate discrepancies, reconcile balancing issues, and catch and fix errors early.
- Excellent organizational skills with a commitment to high precision, data integrity, and a habit of verifying work for accuracy.

- Demonstrated enthusiasm for self-directed learning, with the ability to quickly master new processes, systems, and operational challenges.

Physical & Operational Demands

- Ability to communicate effectively and to provide excellent customer service to the public.
- Ability to push or carry boxes and materials up to 35 pounds with or without accommodations.
- Ability to remain in a stationary position for extended periods, frequently utilizing a computer, one or more monitors, keyboard, and numeric keypad to enter and analyze complex financial data, with or without accommodations.
- Must possess a valid driver's license and be able to work days, evenings, and/or weekends as required to meet operational needs.
- Requires travel between regional branches. A library vehicle may be used when available; otherwise, branch travel using a personal vehicle may be required.

Minimum Qualifications

- *Education:* Bachelor's degree in Business, Finance, Accounting, or a related field, **OR** a minimum certification from an accredited technical college in bookkeeping or accounting.
- *Experience*: One (1) or more years of experience in accounting with documented proficiency in accounting software and Microsoft Excel, **OR** an equivalent combination of education and experience.
- *Background Check:* Must successfully pass a criminal background check.

Preferred Qualifications

- Three (3) or more years of progressive responsibility in governmental fund accounting with documented proficiency in accounting software and Microsoft Excel; **OR** an equivalent combination of education and experience.
- Prior experience with MIP Fund Accounting software.
- Proficiency in languages other than English.
- Additional degrees or professional certifications in a related field.

To Apply

To be considered for this position, please submit both a **cover letter, resume,** and **at least two professional references** using one of the following methods:

1. *By Email:* Send your application to **ngrljobs@gmail.com**.
2. *Via Indeed:* Apply directly through the Indeed job posting.

Important Application Requirements

- *Include Position ID:* **NGRL-FINANCE-1026** must be included in your email subject line or within your Indeed message/cover letter.
- Correspondence: All questions or status updates must be sent via email to **ngrljobs@gmail.com** or through the Indeed interface.
- No Calls or Visits: Please do not call or visit any library branch regarding your application status.
- Note: Following these instructions is part of the application process; failure to do so may result in disqualification.