

# Financial Secretary

\_\_\_\_\_ (Name) Hire date: \_\_\_\_\_

Supervisor: Library Director

Board Treasurer

## MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Manages the weekly cash flow of the library.
  - 1. Determines accuracy of bills; pays bills in timely fashion
  - 2. Accurately records revenues and deposits in a timely manner..
  - 3. Ensures that library operating funds are sufficient for monthly expenses: transfers funds when necessary.
  - 4. Computes and pays biweekly payroll, deducting appropriate amounts. Keeps accurate personnel payroll records, files quarterly & annual reports. Makes disability and unemployment payments. Records vacation & sick leave for all staff.
- B. Maintains accurate accounts of money received by category (memorials, gifts, grants, tax monies, NYS funds, investments, etc) and disbursed by category. (books, salaries, etc.).
  - 1. Prepares monthly reports for Director and Board of Trustees.
  - 2. Assists in preparation of annual report and Federal 990.
- C. Accurately files quarterly and annual federal and state reports including Division for Youth financial reports.
  - 1. Gives appropriate information and reports to Accountant.
- D. Applies for and maintains SLC e-rate account information.
- E. With input from Director and Treasurer, prepares preliminary and final budget.
- F. Maintains any Special Fund accounts such as Endowment, Arts, Book Share etc.
  - 1. Keeps accurate record of receipts and expenditures for Special Funds
- G. Orders all library supplies in most economical and timely manner.
  - 1. Maintains supply ordering records – including brand, price, date.
- H. Maintains accurate and complete Procedure Manual for this position.
- I. Takes the accurate and complete minutes of each Board of Trustees meeting which serve as the official minutes of this body.

Approved by Cuba Circulating Library Board of Trustees March 1999. Amended December 2001. Amended and approved by Personnel Committee 10/27/2006.