

# **Library Treasurer**

## **Guilderland Public Library**

Guilderland, NY

The Board of Trustees of Guilderland Public Library in Guilderland, NY, invites qualified individuals to apply for the position of Library Treasurer. Guilderland Public Library is a school district public library serving a population of approximately 36,000 residents, with an annual operating budget of approximately \$4.6 million.

The position is a non-voting appointed officer of the library board of trustees and, while independent of the Board, answers directly to the Board. The Treasurer is required to take and file an Oath of Office and must be bondable under a public official's fidelity bond in an amount set by the Board.

### **Typical Work Activities**

The Treasurer is expected to exercise a high level of independent judgement in providing financial oversight of the Library on behalf of the Board. Typical work activities include, but are not limited to:

- Preparing and presenting a monthly Treasurer's report to the Board of Trustees detailing receipts, disbursements, cash flow, and bank balances.
- Regularly reviewing reconciliations of all checking, savings, and investment accounts.
- Advising the Board on the overall financial operation of the Library, including the status of capital and operating funds relative to the annual budget.
- Ensuring appropriate separation of financial duties and internal controls.
- Working with the Library's independent auditors on the annual audit and reviewing the audit prior to presentation to the Board.
- Assisting with the preparation of financial analyses to support the annual budget process and, as needed, labor negotiations.
- Oversee and assist in filing the annual financial transactions report (AFR) with the Office of the New York State Comptroller (OSC).
- Serving as a sitting member of the Library's Finance Committee.
- Attending Library Board of Trustees meetings, Finance Committee meetings, and other meetings as necessary.

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of generally accepted government accounting standards, accounting practices, and governmental financial analysis. Good interpersonal and communication skills to work effectively with Library staff and administration, the Board of Trustees, and the public. Familiarity with New York State General Municipal Law and Office of the State Comptroller guidelines for public funds is helpful.

### **Minimum Qualifications**

Bachelor's degree in Accounting or an equivalent degree, and a minimum of five years of increasingly responsible experience supervising financial operations. Preference may be given to candidates with more than ten years of experience, prior governmental or nonprofit financial experience, and/or a CPA license.

### **Time Commitment**

This is a paid position requiring approximately 5–10 hours per month, with a flexible

schedule. Board meetings are typically held on the third Thursday of each month.

**Salary**

Salary is commensurate with experience.

**To Apply**

Please submit your resume to Amy DuBrey at [dubreya@guilderlandlibrary.org](mailto:dubreya@guilderlandlibrary.org).