



PO Box 1009  
Redding, CT 06875  
(203) 938-2545

---

Position

## Head of Finance & Administration

Date Available

**Applications and cover letter are due March 1, 2024**

Salary

**\$70,000 to \$80,000 commensurate with experience**

Schedule

**Full time (35 hours per week), in-person, exempt position with benefits**

Reports to

**Library Director**

---

### About

Mark Twain Library

---

Founded in 1908 by the American writer, humorist, entrepreneur, publisher, and lecturer, Samuel Clemens, the Mark Twain Library provides public library services to the town of Redding, CT. As an association library, the Mark Twain Library is a non-profit organization that is supported by public and private funds.

Head of Finance &  
Administration

The Mark Twain Library seeks a full-time finance and administrative professional to run the day-to-day finances of the Library and Association activities. This position will oversee all financial reporting, accounting, budgeting, forecasting, financial analysis, and compliance requirements, and is a combination of hands-on fiscal operations and broader financial planning.

Reporting to the Library Director, the Head of Finance and Administration will manage all aspects of the Library's annual operating budget of approximately \$1.2 million. The ideal candidate will have a proven track record in nonprofit accounting and administration, financial management and budget preparation, and possess strong analytical skills with the ability to research and interpret data to support long-term planning and decision-making.

---

## **Job Responsibilities**

- Accounting & Finance
- Administrative
- Compliance

---

## **Accounting & Finance**

- Prepare and compile financial statements, reports, budgets, and schedules on QuickBooks.
- Ensure the accuracy and completeness of all financial records and materials.
- Prepare bank deposits and carry out bill payment functions.
- Process payroll and interface with payroll provider and benefits administrator.
- Perform all aspects of cash management and regular reporting of cash flow for operations, fundraising, and capital spending according to our Cash Handling Procedure.
- Work with the Library Director on the development, implementation and monitoring of the annual operating and long-term capital budgets.
- Monitor actual performance against budget projections, and provide regular updates and analysis to the Library Director and staff members who have ordering responsibilities.
- Work in partnership with the development staff to ensure appropriate tracking and reporting of funds, gifts, and other revenue sources.
- Maintain records for fundraising events and appeals as needed. Work with staff and volunteers to create budgets, reconcile income and expenses, and attend fundraisers including the Book Fair, Frog Frolic, and Art Show.
- Prepare and present monthly financial reports to the Library Director, Treasurer, and Board of Trustees, with explanations of all budget variances. Provide information/data and recommendations as needed.
- Track investment and endowment accounts and performance. At the direction of the Finance Committee/ Board, interact with the library investment advisor to facilitate contributions and withdrawals. Prepare reports on balances, activity, and portfolio return, as needed.
- Manage annual financial audit including document preparation and on-site meetings.
- Coordinate audit work such as account reconciling and closing books; preparing work papers, financial statements, footnotes and schedules; and assisting the auditor in resolving issues.

## **Administrative**

- Prepare periodic reports and filings for federal, state, and other external organizations including the Connecticut State Library Annual Report and FLAG report.
- Calculate time sheets and keep record of sick, vacation and personal days for a staff of approximately 20 employees plus student pages.
- Keeps records on all vendor contacts including managing service contracts on machinery and equipment and procuring the best price on purchases such as oil, phone use, supplies, etc.
- Maintain an inventory record of the organization's fixed assets.
- Responsible for the administration and annual review of health insurance and all other employee benefits.
- Responsible for pricing out the Library's insurance (building, worker's comp, fine arts, and umbrella).
- Support grant application process and administer all records for grants and restricted gifts.
- Manage and build relationships with banks, auditors, insurance brokers, vendors, and outside consultants to ensure the best use of resources.
- Complete other administrative duties as assigned by the Library Director.

## **Compliance**

- Adhere to all library policies, and ensure compliance with the Financial Delegation Policy and Gift Acceptance Policy.
- Comply with local, state, and federal government payroll reporting requirements and tax filings.
- Comply with all new labor laws including changes to the minimum wage.
- Comply with all financial reporting requirements including year-end audit and the IRS.

---

## Qualifications & Skills

- High level of organizational and problem-solving skills, with an attention to detail and accuracy.
- Mathematical and analytical competence for preparing and monitoring accounting records and interpreting financial data.
- Working proficiency of QuickBooks and Microsoft Office products.
- Knowledge of digital banking and on-line security best practices.
- Ability to work independently.
- Effective communicator with the ability to clearly present financial information to non-financial stakeholders.
- Able to maintain confidentiality in the workplace, including information related to an employee, such as pay and health information.

---

## Education & Experience

- Bachelor's degree with a business major, preferably in accounting or finance.
- Minimum of two years' finance/accounting experience, preferably at a non-profit organization.
- Knowledge and understanding of GAAP and FASB principles.
- Budget forecasting and oversight, cash flow analysis, income and expense review, and grant administration.
- Preparation of financial statements and managing audits, including familiarity with Form 990.
- Valid driver's license and regular access to a registered and insured vehicle.

---

## Apply

---

**Email your cover letter and resume prior to March 1, 2024 to: [Director@MarkTwainLibrary.org](mailto:Director@MarkTwainLibrary.org).**

The Mark Twain Library is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, color, religion, age, gender, marital status, national origin, ancestry, past or present history of mental disorder, learning disability, physical disability (including blindness), sex, genetic information, sexual orientation, gender identity or gender expression, pregnancy, childbirth and related medical conditions or any other status protected under applicable federal, state, or local laws.