**Job Title:** Financial Administrator  
**Reports to:** Director

<table>
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<th>Level/Salary Range:</th>
<th>$19.17-23.54 hourly</th>
<th><strong>Position Type:</strong></th>
<th>Full Time</th>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
</table>

**Job Description**

**POSITION SUMMARY**

Oversees the financial operations and activities for Plum Creek Library System.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Associate of Arts degree in an accounting-related field with a minimum of two years of experience in bookkeeping and accounting
- Ability to pay close attention to detail and perform math functions accurately, including the interpretation of graphs and charts.
- Ability to work independently and collaboratively
- Ability to read, write, and speak English

**PREFERRED SKILLS**

- Familiarity with Microsoft products, in particular Dynamics GP accounting software
- Familiarity with PERA and MCIT
- Experience working in government or non-profits
- Experience with grant programs

**ESSENTIAL FUNCTIONS**

- Works with Director in creating the budget
- Prepares financial reports for board meetings and other reports as requested
- Prepares and distributes monthly board packets, as well as committee meeting agendas
- Prepares accounts payable and accounts receivable transactions and reconciles bank accounts
- Prepares and processes payroll, including direct deposits, earning statements, and payroll taxes
- Maintains compliance with federal and state accounting regulations
- File tax forms and reports with governmental agencies
- Assembles financial data for audits
- Record and transcribe minutes for meetings as requested
- Other duties as assigned

**PHYSICAL REQUIREMENTS**

- Ability to operate computer equipment and office equipment
- Work primarily in an office environment
- Ability to lift and/or move objects weighing up to 50 pounds

Plum Creek Library System is an at-will employer and this job description does not constitute a written or implied employment contract. This job description is a guideline and is not intended to be all-inclusive. Management reserves the right to change job responsibilities and duties as needs prevail.

**Reviewed By:** Elizabeth Hoffman, PCLS Director  
**Date:** 8/16/23

**Approved By:** PCLS Governing Board  
**Date:** 8/16/23