



EDISON TOWNSHIP PUBLIC LIBRARY

Position title: Head of Finance

Overview: Responsible for providing financial information for all three branches of the library. Must review and present financial information to Library director and the board.

Essential Functions:

1. Preparing the monthly profit and loss, and balance sheet reports
2. Tax reporting and inventory processing
3. Collecting and analyzing data, which is then used in the preparation of weekly and monthly estimates
4. Advising on estimates for project funding
5. Preparing weekly cash flow statements, and controlling expenditure and cash flow
6. Assisting with the preparation of year-end accounts and statutory accounts
7. Responding to financial inquiries by gathering and interpreting data
8. Conducting internal audits such as wage reviews
9. Examining financial records to check for accuracy
10. Managing and training staff when necessary

Minimum Qualifications

Bachelor's degree in accounting or related field
1-3 years' experience preferred in a related field

Special Skills: Bookkeeping

Working Hours: 35 per week

Salary Range: \$50,000-\$65,000 per year

To apply: Please email your cover letter and resume to Fran Bar-Eli, fbareli@lmxac.org, please include position title in the subject line