



*MCLS is a non-profit, member-driven organization whose mission is to facilitate sharing resources and to collaborate with other organizations to benefit Michigan and Indiana libraries.*

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## **POSITION: Financial Controller/Business Manager**

### ***Primary Responsibilities:***

Manage and oversee all accounting, administrative, and business operation functions including accurate recordkeeping, highly detailed accounting (including forensic), producing financial statements, sending timely invoices and payments, human resources (HR), and office operations. Supervise accounting, HR (includes benefits administration and payroll), and administrative staff. Manage all governmental reporting to ensure accurate and timely filings. Manage MCLS cash flows including banking and investment programs and recommend changes periodically to the Executive Director. Maintain contact with MCLS's external auditors and lead the annual audit. Manage fiscal agency services to outside organizations. Handle contract billing for the Library of Michigan. Serve as main functional expert for the MCLS accounting system and data, and work with IT staff to ensure the system functions as needed and data are maintained accurately and safely and are accessible reliably. Oversee MCLS office operations.

### ***Characteristic Duties:***

1. Lead and manage staff to maintain accurate financial data and prepare accurate financial statements and reports in a timely manner.
2. Supervise staff responsible for accounting, administration, and business operation functions in a hybrid (onsite and remote) work environment.
3. Lead and manage staff to provide timely, accurate, and exemplary customer service.
4. Lead and manage the day-to-day recording, tracking, and reporting of all financial transactions (general and program-specific).
5. Manage cashflows to maintain sufficient operating cash throughout the year.
6. Oversee and carry out all required filings including tax returns with appropriate government agencies in a timely manner to ensure compliance.
7. Manage, foster, and maintain excellent relationships with members, customers, external vendors, business partners, and service providers.
8. Asset and liability protection including corporate insurance policies.
9. Assist Executive Director and management team with annual budget process and presentation.
10. Schedule annual external audit and manage the process, including providing all requested records, reports, and assistance.
11. Review General Ledger (GL) activity routinely, identifying and correcting inconsistencies and errors using forensic accounting strategies as needed.
12. Maintain a culture of continual learning and professional development to ensure appropriate function coverages.

### ***Related Duties:***

1. Provide backup payroll processing support.
2. Provide backup support for benefit administration and HR.
3. Provide backup support for building maintenance and repair.
4. Attend MCLS Staff Meetings.
5. Attend seminars and workshops related to general professional and personal growth.

6. Lead and manage staff to ensure excellent customer service internally and externally regarding billing questions and other inquiries.
7. Participate fully as a member of the MCLS Managers team.
8. Other duties as assigned.

***Required Qualifications:***

1. Degree in accounting or business with significant accounting experience.
2. Demonstrated detailed work experience with full-charge accounting, including General Ledger, Accounts Payable, Accounts Receivable, and financial statement preparation functions.
3. Three to five years accounting experience with progressive responsibility.
4. Demonstrated detailed work experience with accounting software.
5. Experience managing others' work.
6. Excellent interpersonal and communication skills.
7. Ability to work independently and as a member of a team.
8. Residence within a reasonable commuting distance of Lansing, MI.

***Desired Qualifications:***

1. Bachelor's degree or higher in accounting.
2. Experience as a member of a leadership or management team.
3. Experience working at or with a non-profit organization.
4. Demonstrated detailed work experience with complex accounting software such as Sage Intacct, Gravity, NetSuite, or SAP.
5. Experience managing HR functions (e.g., payroll, benefits and other programs).
6. Experience being responsible for governmental and other compliance reporting including annual audit.
7. Exceptional problem-solving, customer service, and other skills that build and maintain strong, trusted relationships (e.g., within an organization, and with customers and other external parties).

***Salary:***

Minimum: **\$80,000**

***Supervision Received:***

Supervision received from the Executive Director

***Supervision Exercised:***

Accounting, HR, and administrative staff