



HERITAGE PUBLIC LIBRARY

7791 Invicta Lane, New Kent, VA 23124 (804) 966-2480 www.heritagepubliclibrary.org

Finance Officer

The Heritage Public Library has an opening for an experienced, resourceful, and team-oriented Finance Officer.

Responsibilities include maintaining accounting and purchasing procedures including cash management and disbursements.

The Finance Officer serves as the financial liaison to the Director and the Board of Trustees.

Qualifications include:

- Bachelor's Degree in Business, Finance, Accounting or related field
- Minimum of 2 years of related business experience preferably in a public sector or not-for-profit environment
- Proficiency in use of spreadsheet applications, QuickBooks and other on-line payroll systems
- Knowledge of federal, state and local laws as reflected in library policies preferred
- Ability to establish and maintain effective working relationships with the Library Director, co-workers, officials of other agencies and the general public
- Organizational skills and the ability to meet deadlines
- Ability to handle multiple tasks and efficiently organize work
- Ability to function both independently and as part of a team
- Outstanding communication skills, both oral and written
- Ability to manage sensitive and confidential information with integrity
- Possess a welcoming attitude and a desire to serve our diverse community

Please visit www.heritagepubliclibrary.org for a complete job description.