Union County Library System Job Description

Position: Resource Coordinator
FLSA: Non-Exempt Hourly (37.5 hrs/wk)
Status: Full Time Regular
Starting Pay Range: $14 - $16 per hour

General Summary:
The Resource Coordinator position is a full-time supervisory leadership position reporting to the Executive Director. They have broad decision-making responsibilities for routine matters and some decision-making responsibilities for non-routine matters including applying library policy to problems as necessary. The Resource Coordinator position supports the development and administrative management of the library with the goal of transitioning to managing the future library foundation.

Primary Responsibilities:
- Performs financial management for the library, including accounts receivable, accounts payable, general ledger, credit card accounts, and tax payments
- Manages all cash-related activities including cash intake, petty cash, deposit transactions, and related records
- Performs data management of invoices, purchases, check preparation, and processing using financial software
- Monitors revenue and expenditures based on the Library's annual operating budget
- Assists with revenue development, including helping to maintain positive relationships with donors, create development strategies, and establish library foundation
- Receives and records donations, maintains donor records, and sends appropriate acknowledgements to donors
- Develops additional resources to support operations, including recruitment and supervision of volunteers
- Creates and produces various reports as needed and assists with general analysis of data for fundraising, donor, and volunteer records
- Generates financial statements for the Library Board and attends monthly Board meetings as needed
- Prepares monthly and year-end financial reports, including payroll and transactions
- Assists with grant management through preparation of financial reports and reimbursement requests
- Works with CPAs for bank reconciliations and tax filings
- Prepares financials for and participates in the annual auditing process
- Maintains financial records and files as required by the SCDAH
- Participates in fiscally responsible budget preparations with the Executive Director
- Collaborates with the library Leadership Team on process improvements, internal controls, and financial procedures for the library
- Contributes to the current and future success of the library through planning and communication
- Attends workshops and conferences relating to primary job functions
- Drives library vehicle as necessary
- Other duties as needed or assigned by Executive Director

Important Qualities:
- Outgoing, welcoming, and enthusiastic
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Associate degree in Accounting, Finance, or related field, or equivalent certifications required
- Two years prior experience with direct responsibility for budgets, payroll, cash management, and other related activities
- Proficient with computers, mobile devices, G suite, Microsoft Office, QuickBooks, and related technologies
- Strong attention to detail; ability to maintain accurate records and statistics and complete reports
- Must possess or be eligible for and maintain a valid SC driver's license
- Strong oral and written communication skills
- Experience with nonprofits or local government preferred

Union County Library System provides health benefits, paid leave, and retirement to all full time regular employees. UCLS is an equal opportunity employer. Interested applicants must submit a UCLS Employment application, cover letter and resume to jobs@unionlibrary.org. Position is open until filled.