

# Friends of Shasta County Libraries

## Chief Financial Officer

This is an elected Board position with voting rights. The Board meets for an hour a month. Business and Tax experience are desirable. Familiarity with [or a willingness to learn] QuickBooks, Word and Excel. The position is responsible to represent FOSCL to the bank, to reconcile and supervise accounts, invoices, and financial statements; to compile and maintain accurate records. Our fiscal year runs from July 1st to June 30th. Fill out and submit the Volunteer page at <https://www.friendsofshastacountylibraries.org/>

### Job Description

- Keep and maintain adequate and correct books and accounts of FOSCL's properties and transactions.
- Prepare and provide monthly financial statements, including income and expenses for the General and Book funds, to members and directors of the FOSCL board. In addition, when requested, render an account of all transactions and of the financial condition of FOSCL.
- Prepare monthly reconciliations for the checking, savings, and CD accounts.
- Communicate with library staff as to their budget, including current budget balances. Provide staff with budget reports as requested.
- Oversee cash flow for FOSCL including understanding sources and uses for cash created by FOSCL.
- Disburse funds for all bills for which FOSCL is liable, including invoices submitted by Library staff. Ensure that invoices are assigned to the correct budget programs or class. Other liabilities to be paid include insurance, general operating expenses for the bookstore and patio sales, and general fund expenses.
- Save monthly QuickBooks backups, to be stored on a flash drive in the FOSCL filing cabinet.
- Chair the Budget Committee and provide data that will form the budget for the following fiscal year.
- Attend or ensure that a representative is present for all Resource Distribution Committee meetings.
- Maintain a working relationship with the Treasurer.