



Greenwich
Library

POSITION DESCRIPTION ACCOUNTING MANAGER

OPPORTUNITY

The Greenwich Library Board of Trustees is seeking a highly organized, detail-oriented **Accounting Manager** to be responsible for the financial operations of the Trustees Office and to serve as a trusted resource to Board leadership.

Reporting to the Board of Trustees and the Library Director, this role is an excellent opportunity for a collaborative and proactive financial professional who enjoys balancing hands-on accounting responsibilities with strategic financial support in a mission-driven environment. The ideal candidate brings strong accounting and budgeting experience, exceptional attention to detail, sound judgment, and the ability to communicate financial information clearly and effectively to a variety of stakeholders. This role operates in a lean, collaborative environment requiring both strategic thinking and hands-on execution.

Note: This position is employed by the Greenwich Library Board of Trustees and is not a position with the Town of Greenwich.

ABOUT THE GREENWICH LIBRARY

The Greenwich Library is a dynamic public library system serving the Greenwich, Connecticut community through its Main Library, Byram Shubert Library, and Cos Cob Library. Recognized for its commitment to lifelong learning, cultural enrichment, and community engagement, the library offers extensive collections, innovative programs, technology resources, and educational opportunities for residents of all ages. Supported by the Greenwich Library Board of Trustees and generous community philanthropy, the library plays a vital role as a civic and cultural center for the town. For more information, visit

<https://www.greenwichlibrary.org/>

RESPONSIBILITIES

Financial Management & Budget Oversight

- Monitor and manage the budgets of the Greenwich Library Trustees Office including an approximate \$1.5 million operating budget and other capital expenses divided between restricted and unrestricted funding.
- Prepare and maintain budget documentation and financial tracking reports.
- Identify and report financial issues or discrepancies to appropriate members of the Board of Trustees and the Library Director.
- Provide financial analysis and support for financial planning and decision-making.

Financial Reporting & Documentation

- Prepare and present regular financial statements and financial reports to the Board of Trustees and Finance Committee.
- Maintain accurate financial records and supporting documentation including journal entries
- Conduct monthly and annual reconciliation of bank statements, investment statements, and general ledger accounts.
- Manage and document the annual fiscal year closing process.
- Respond to financial inquiries from Trustees, staff, and related organizations.

Accounts Payable & Receivable

- Review, approve, and process invoices for payment.
- Maintain accurate records of accounts payable and receivable.
- Ensure timely and accurate payment processing in accordance with established financial procedures.

Payroll & Benefits Administration

- Process payroll for Trustee Office employees.
- Reconcile payroll records with required reporting and financial documentation.
- Act as one of the points of contact for benefits administration with HR contractor.

Audit & Financial Coordination

- Serve as the primary point of contact for auditors and financial service firms.
- Coordinate the preparation and submission of financial records required for audits and 990 preparation.
- Provide documentation and financial data as requested by auditors, internal Library managers, and external financial professionals.
- Coordinate flow of endowment funds with the Town of Greenwich.

Compliance & Tax Documentation

- Prepare and submit required IRS documentation, including 1099-NEC and 1096 forms.
- Collect and maintain required vendor documentation, including W-9 forms.
- Ensure financial processes comply with applicable financial and tax reporting requirements.

External Coordination

- Coordinate financial activities with related library support organizations, including Friends groups and other auxiliary organizations.
- Facilitate the exchange of financial information between the Trustees Office and external partners when required.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Accounting Management, or a related field required.
- Minimum of four (4) years of experience in accounting, financial management, or a related role.
- Demonstrated knowledge of accounting processes, financial reporting, and budget management.
- Familiarity with charitable organizations endowment management, or board-governed organizations preferred.
- Proven ability to prepare financial documentation and maintain accurate financial records.
- Experience coordinating with auditors, financial firms, internal fundraising team, and external organizations.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong analytical, organizational, and problem-solving skills.

- Ability to handle confidential financial information with discretion.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Proficiency using financial software such as QuickBooks or similar accounting platforms.
- Experience with payroll systems such as ADP and online banking/payment platforms preferred.
- Ability to work independently while supporting board members and organizational leadership.

COMPENSATION AND BENEFITS:

This position is a full-time exempt, salaried position. The salary range is \$88,000-100,000 dependent on relevant qualifications and experience. The successful candidate will be offered a competitive benefits package with health insurance, a 401K, and PTO. The Accounting Manager is expected to maintain regular on-site business hours in Greenwich, with some flexibility available based on organizational needs and scheduling.

EQUAL OPPORTUNITY EMPLOYER:

Greenwich Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran, or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling letter of interest via email.
- Send cover letter and resume as ONE PDF DOCUMENT titled “LAST NAME GL SEARCH” to nonprofitjobs@thestrategygroupllc.org.
- Please title emails as **GL SEARCH** in the subject line.

Resumes will be accepted until the position is filled.