



Fairfield County Library

Finance Manager

The Fairfield County Library is seeking an energetic and qualified candidate to fill the position of Finance Manager.

Purpose: Under the direction of the Library Director, support the overall mission of the Library by providing financial direction and accountability for the Library's capital. Coordinate all financial management activities, including benefits, for the Library in compliance with current regulations, policies, and generally accepted accounting principles. This position will also have to work the front desk on a regular basis.

Requirements: A Bachelor's degree with a major in Accounting, Finance, or related field.

- Five or more years of experience in the accounting/finance field with direct responsibility for budgets, payroll, cash management, benefits and other related activities.
- A combination of work experience and education may be considered.
- Working knowledge of automated financial software (QuickBooks) and Microsoft Office Suite.

Hours: 36 hours per week; will include evenings and weekends.

Applications accepted until 6:00 p.m. Monday, February 12, 2024. For job description and application, contact Eric Robinson, Director, Fairfield County Library, 300 W. Washington Street, Winnsboro, SC 29180. Phone: 803-635-4971. Email: library@fairfieldcountylibrary.com with subject *Job App 021224*, or visit our website at www.fairfieldcountylibrary.com.