

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~EXTERNAL/INTERNAL~**

**POSITION:** Accounts Payable Accountant

**PROGRAM:** Fiscal

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street, Billings MT

**RATE:** \$15.43 – \$19.28/ per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** March 5, 2018

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org/employment](http://www.hrdc7.org/employment) along with current resume and cover letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**POSITION DESCRIPTION  
HUMAN RESOURCES DEVELOPMENT COUNCIL**

**POSITION IDENTIFICATION**

**Functional Title:** Accounts Payable Accountant  
**Department:** Fiscal  
**Supervisor:** Fiscal Office Manager  
**Subordinates:** N/A  
**Status:** Nonexempt, Full-time

**POSITION SUMMARY**

The Accounts Payable Accountant is responsible for processing accounts payable transactions accurately, efficiently and timely. This is a high volume position with multiple deadlines. This position also performs analytical tasks such as maintaining daily cash balances, monitoring of certain prepaid inventories; preparation of monthly, quarterly and annual reconciliations; preparation of assigned journal vouchers, participation in monthly, quarterly and annual closings; and for reconciliation, analysis and reporting of assigned funds.

**ESSENTIAL JOB FUNCTIONS**

The requirements listed are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To be successful in this position, an individual must be able to perform each specific job function consistently and satisfactorily. This position potentially communicates with all departments within the Agency as well as with external vendors, therefore, the incumbent must be able to work in a professional manner and have strong communication skills (both verbal and written). Strong organizational and reconciliation skills are essential due to the volume of transactions that cross the desk. Must be a team player to ensure overall program success. A strong understanding of accounting terminology and concepts is desired in addition to greater than average skills in Excel. Must have the ability to work with low-income and disadvantaged individuals with an objective, non-judgmental attitude.

**DUTIES AND RESPONSIBILITIES**

1. Learn and understand the Agency general ledger, tracking of funds by fund type and source, federal cost categories and other fund requirements.
2. Ability to process a high volume of accounts payable transactions on a day-to-day basis with a high degree of accuracy.
3. Problem solve and reconcile accounts/vendor statements and discuss any abnormalities of questionable items with their direct report.
4. Maintain vendor files (computer and W-9 records) and open purchase orders. Process annual 1099 forms. Communicate verbally and in writing as necessary with vendors, employees, benefit providers, etc.
5. Prepare cash deposits and maintain daily cash balances for deposits and accounts payable. Reconcile Agency petty cash, and audit programs petty cash funds annually.
6. Process and maintain purchase order system including A/P accruals for grant and fiscal year end.

- Maintain monthly program accruals as assigned.
7. Maintain Weatherization work orders and prepaid stock worksheets. Reconcile prepaid inventories.
  8. Monitor, inventory, reconcile, journal and review prepaid and stock inventories as assigned.
  9. Assist in monitoring and maintaining vehicle inventories, registrations, licenses and other tax exempt status records.
  10. Prepare monthly, quarterly and annual reconciliations of various general ledger accounts, contribution receipts, and funds. Prepare and reconcile monthly closing entries with the ability to use critical thinking skills to resolve problems.
  11. Assist in quarterly reconciliation of donations and in kind contributions. Assist in preparing donation letters at calendar year end.
  12. Maintain filing systems and purge appropriate outdated records based on Agency retention guidelines.
  13. Complete special projects as assigned. Be flexible in assuming new duties. Perform other duties assigned and determine to be productive and efficient for the continuing improvement of the Agency.

**Additional Knowledge, Skills and Abilities:**

- Demonstrates **dependability** and **punctuality**.
  - Ability to maintain **confidentiality** of sensitive information.
  - Adheres to a **consistent** work schedule, with the ability to be **flexible** when necessary.
  - Exhibits strong **attention to detail**.
  - Displays **professionalism** in the workplace.
  - Ability to **problem solve** and **reconcile** accounts, billings statements, etc.
  - Established **proficiency** with Microsoft Office applications, including Excel. Must have experience, abilities and skills to setup and maintain spreadsheets and troubleshoot spreadsheet issues.
  - Use of **10-key** by touch.
  - Ability to work **independently** as well as in a **team setting**.
- 

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Associates degree and two years of accounting and accounts payable or High school diploma/GED with 4 years of accounts payable and accounting experience. Preference given to someone with nonprofit experience but willing to train the right person.

CERTIFICATES, LICENSES, REGISTRATIONS:

If selected, candidates operating a vehicle in the performance of Agency business, must have current and continuous liability insurance along with a satisfactory driving record and valid driver's license.

OTHER SKILLS, ABILITIES and REQUIREMENTS:

Ability to use a computer, various software (Windows, Excel, Word and Microsoft Office) and 10-key by touch. All job offers are contingent on the new hire's ability to successfully pass a

criminal background check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person, needs to move about inside the office to access cabinets, office machinery, etc. Able to sit for extended periods of time inputting transactions into the computer system. The noise level in the work environment is usually moderate.

The job requires repetitive use of hands and feet where 70-100% of the time is sitting at the computer for typing, data entry or using the 10-key. The employee must occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

As with any office setting, some safety hazards could include, but are not limited to: noise, dust, heat, cold and stress. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls (computers). The employee frequently is required to reach with hands and arms and see, talk and hear. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.