

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Accountant

PROGRAM: Fiscal

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street, Billings MT

RATE: \$17.50 – \$26.40 DOE

HOURS: Exempt

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 along with current resume and cover letter to:

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

HRDC is an Equal Opportunity Employer

POSITION DESCRIPTION
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Title: Accountant
Department: Fiscal
Supervisor: Director of Finance
Status: Exempt; Full-time

POSITION SUMMARY

This position is responsible for various accounting functions within the Finance/Fiscal Department; maintaining various accounts receivable; inventory, portions of payroll and benefits; preparing monthly, quarterly and annual reconciliations, participate in monthly, quarterly and annual closings; and reconciliation, analysis and reporting for 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 perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

1. Assist with the overall cash balance reporting. Assist in the maintenance of cash accounting system and direct deposit system including troubleshooting, project planning with computer integration. Reconcile bank accounts monthly.
2. Review or prepare and reconcile monthly entries and closing for reporting. Prepare monthly, quarterly and annual reconciliations of various general ledger accounts, funds and other information as necessary. This includes processing and understanding of journal entries.
3. Review or prepare and reconcile Payroll Benefits, Deductions and Liabilities monthly, quarterly and annually.
4. Cross-train in duties of all other Finance Department staff to maintain knowledge to allow supervision and emergency coverage. Cross-train in Supervisor's duties. Cover duties as appropriate in their absence.
5. Understand, maintain and process monthly cost allocations in accordance with regulations and management's interpretation.
6. Maintain and/or supervise the fixed asset inventory and capitalization system. Includes depreciation calculation, tracking of purchases, dispositions and physical inventory. Coordinate and perform physical inventory and reconciliation of Prepaids and Weatherization Stock Inventories.
7. Maintain knowledge of the Agency's General Ledger, tracking of fund type and source, federal cost categories, grant requirements, OMB circulars, grant regulations, ERISA, related tax regulations, GAAP, contract terms and other related guidance.

8. Responsible for monthly, quarterly, annual reconciliation and filing of Payroll Taxes (Federal, State, SUTA, Worker's Compensation, W2, 1095, 1099, W3, and MW3).
9. Record and maintain contributions monthly including preparation, reconciliation and mailing of contribution letters every year.
10. Maintain vendor files to ensure compliance with debarment requirements and required licensures and insurance.
11. Creates and promotes environment for innovation that rewards ideas and supports change. Implements Agency work plans at the program level to ensure achievement of set goals.
12. Maintain position duties and assignments in compliance with agency policies, grant requirements and applicable regulations.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree in accounting or related field from a four-year college or university and/or five years related experience and/or training in a nonprofit environment. Must possess working knowledge of principles of accounting and theory. Ability to problem solve and reconcile accounts, billing, statements, and any other project within the department's accounting purview. Understand accounting terminology and basic concepts/theories. Experience with computerized accounting. Windows and Microsoft products. Demonstrated proficiency with Microsoft Office applications, including Excel. Must have experience, abilities and skills to setup spreadsheets, create and maintain formulas, and to troubleshoot spreadsheet issues. Use of 10-key by touch.

CERTIFICATES, LICENSES, REGISTRATIONS:

CPA or CPA candidate preferred. 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.

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OTHER SKILLS and ABILITIES:

Integrates knowledge of budgeting and management experience into program operations. Effectively communicates on all platforms. Demonstrates dependability and punctuality. Adheres to a consistent work schedule. Demonstrates professionalism in the workplace. Modeling an objective and non-judgmental attitude. Nurtures, builds and mentors employees to build a cohesive team.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 file cabinets, office machinery, etc.

WORK ENVIRONMENT: The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.