

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

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Contracts and Budgets Manager

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 North 31st Street
Billings, MT 59101

RATE: \$33.83 - \$38.46 DOE

HOURS: Exempt

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Until Filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Internal Candidates must submit a Letter of Interest.
External Candidates must submit an HRDC Application,
Cover Letter and Resume to:

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

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Contracts and Budgets Manager	Department/Program: Finance
Reports To: Director of Finance	FLSA Status: Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: July 15, 2019

JOB SUMMARY

This position is responsible for enhancing the internal organization processes and infrastructure that will allow the agency to continue to grow and fulfill its mission. This includes researching, gathering and maintaining budget data; preparing budgets for grants, programs, and other segments as determined necessary to the operations of the agency and maintaining agency contracts and insurance plans.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

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. Play a key leadership role in budget development process. Propose to Finance Director policies and systems in accordance with organizational/grant needs and objectives as well as governmental and grant regulations.
2. Work closely with the Development Department to prepare budgets for grant proposals and expenditures reports.
3. Prepare program budgets with assistance from Program Directors for completeness, reasonableness and allowability under applicable regulations. Analyze and propose changes when appropriate. Develop and propose agency-wide budgets and other functional budgets as assigned.
4. Monitor operating budgets, propose and prepare amendments as appropriate. This includes analysis of current financial operation in assigned functional areas.
5. Prepare various audit schedules and assist in any other annual audits and state monitoring's.
6. Responsible for pulling agency account activity for cash balance reporting, processing loan payments and maintain check signature plate.
7. Maintain on-going communication with Program Directors, Finance team members, agency staff and others as appropriate, i.e. clients, vendors, benefit providers, grantors, auditors, etc.
8. Research, gather, prepare and maintain data for calculation in budget, reconciliation or other analysis reports.
9. Assist in negotiating and maintaining agency insurance plans including general liability, director and officer professional liability, vehicle, and other program specific liability insurance policies.
10. Review, maintain and prepare agency contracts, including grants, rental and lease benefits, etc. Assist in negotiating and preparing purchasing and bid process for assigned agency-wide contracts such as annual audit and other accounting related services purchased from independent contractors and other contracts as assigned.
11. Maintain knowledge of OMB circulars, grant regulations, related tax regulations, GAAP, contract terms and other related guidance.
12. Implements agency work plans at the program level to ensure achievement of set goals.

13. Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

Additional Knowledge, 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.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in accounting or related field and two years related experience and/or training in a nonprofit environment or equivalent combination of education and experience. Reconciliation skills are necessary. Must be familiar with budgeting process. Must be familiar with accounting and non-profit terminology. Proficient in all computer programs relevant to the position (i.e. Microsoft Outlook, Word, Excel, internet), 10-key by touch, and other office machinery. Exceptional organizational skills and the ability to work independently. Excellent verbal and written communication skills with excellent attention to details. Personal qualities of integrity, credibility and a commitment to HRDC's mission. Must have public speaking skills to present information in an effective manner to groups of people. Knowledge of all local, state and federal laws and regulations that govern the program's area of interest, are required.

Licenses and/or Certifications:

[Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

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.