

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

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Finance Office Manager

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 North 31st Street
Billings, MT 59101

RATE: \$25.93 - \$30.69 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: Finance Office Manager	Department/Program: Finance
Reports To: Finance Director	FLSA Status: Exempt
Supervisory Position: Yes	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: July 15, 2019

JOB SUMMARY

Under the supervision of the Finance Director and in accordance with the direction and mission of District 7 HRDC, the Finance Office Manager is responsible for maintaining the day-to-day operating system for the Agency's Finance Department including payroll, accounts payable, accounts receivable, daily cash balances, petty cash, purchase orders, employee benefits and payroll/data files, fixed asset system, prepaid inventories, and monthly, quarterly and annual reconciliations and reports. This position operates the daily accounting activities through supervision of staff and the duties assigned to this position.

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.

- Supervise day-to-day accounting operations. Maintain accounting system detail in compliance with regulatory requirements, industry guidance and Agency policies and procedures. Track funds and maintain the general ledger according to the Agency's accounting structure and to preserve appropriate audit trails (for example, by funds, federal cost categories, grant budgets, etc.).
- Supervise, train, evaluate and schedule the Finance Department staff to meet the daily operating goals, objectives and deadlines of the Finance Department and the Agency.
- Oversee the overall cash balance reporting. Assist in the maintenance of cash accounting system and direct deposit system including troubleshooting, project planning with computer integration.
- Oversee/supervise various aspects of payroll, accounts payable, petty cash, purchase orders, cash receipts and accounts receivable processing through assignment, training and review, and preparation if necessary. Maintain these sub-systems to ensure proper accounting and costing.
- Maintain payroll system as necessary to allow proper cost allocation. Review or prepare, reconcile and maintain monthly closing entries and cost allocation.
- 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.
- Responsible for monthly, quarterly and annual activity and financial reports for management and funding sources through monitoring, assignment, review, preparation and analysis of activity reports.
- Responsible for filing of W2's, 1095's and 1099's.
- Assist with the administration of agency benefit plans.
- Maintain knowledge of OMB circulars, grant regulations, ERISA, related tax regulations, GAAP, contract terms and other related guidance.
- Communicate verbally and in writing, as necessary, with Finance team members, vendors, Agency staff, benefit providers, grantors, auditors, etc.
- Cross-train in duties of all other Finance Department staff to maintain knowledge to allow supervision and emergency coverage. Cross-train in Controller's duties. Cover duties as appropriate in their absence.
- Complete special projects as assigned. Perform other duties assigned and determined to be productive and efficient for the continuing improvement of the Agency.

- Implements agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

SUPERVISORY RESPONSIBILITIES: Supervises a total of two to three employees in the Finance Department. Responsibilities include the direction, coordination and evaluation of the daily operations for the department. Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Additional Knowledge, Skills and Abilities:

- 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:

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 Experience:

Bachelor's degree in accounting or related field from a four-year college or university and one year related experience or equivalent combination of education and experience. Experience or training in a nonprofit environment preferred, but not required. Reconciliation skills are necessary.

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.

Other Skills and Abilities:

Computer experience and ability to use various software, 10-key by touch, and various office machinery. Must be familiar with accounting and non-profit terminology.

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 - 50 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 characteristics are typical of that of an office setting.
