

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

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Finance Office Manager

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 North 31<sup>st</sup> Street  
Billings, MT 59101

**RATE:** Competitive

**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 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Finance Office Manager	<b>Department/Program:</b> Finance
<b>Reports To:</b> Finance Director	<b>FLSA Status:</b> Exempt
<b>Supervisory Position:</b> Yes	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> November 6, 2021

### **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, fixed asset system, prepaid inventories, 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.).
- 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.
- 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.
- 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.
- Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.
- 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.
  - Must be a team player to ensure overall program success.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.
- Ability to work under tight timelines and pressure in an agency with complex multiple funding sources.
- Commitment to recruiting, mentoring, training and retaining a diverse team; the foresight and ability to delegate accordingly.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Must be able to handle multiple priorities. Ability to work multiple competing deadlines in a fast paced environment.
- Must be proficient in excel.

### **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. Ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.

### **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.

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