

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

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Senior Controller

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 North 31st 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 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Senior Controller	Department/Program: Finance
Reports To: Finance Director	FLSA Status: Exempt
Supervisory Position: Yes	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: November 8, 2021

JOB SUMMARY

Under the supervision of the Finance Director and in accordance with the direction and mission of District 7 HRDC, the Senior Controller is responsible for maintaining the day-to-day operating system for the Agency's Finance Department and managing all HRDC financial activities to include: accounting policies, internal and external reporting, agency payroll, accounts payable and receivable, daily cash balances, petty cash, purchase orders, fixed assets, prepaid inventories, monthly, quarterly and annual reconciliations, budgeting, auditing, tax preparation and compliance. The incumbent is responsible for the direction, coordination and evaluation of the daily operations for the department through the management of department staff.

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.

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintains internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Consistently analyzes financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitors progress and changes and keeps senior leadership aware of financial status.
- Assists leadership in the annual budgeting and planning process; reviews all financial plans and compares to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the Director of Finance and CEO in engaging the board's business committees around issues and trends in financial operating.
- Oversee all financial and accounting; ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; prepare financial reporting materials for government, and private foundation grants.
- 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.
- Manage operational details of the financial audit and financial program monitoring.
- Maintain knowledge of OMB circulars, grant regulations, ERISA, related tax regulations, GAAP, contract terms and other related guidance.
- Design, implement and monitor approved financial systems to meet various requirements, policies and regulations. For example, the By Laws, GAAP, OMB's ERISA, IRS, grants, plan documents and other regulatory, industry or appropriate guidance. Maintain knowledge of regulations and industry guidance.
- 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.
- 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.
- Keen analytic, organization and problem solving skills.
- Ability to work under tight timelines and pressure in an agency with complex multiple funding sources.
- 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 four to six years related experience/or equivalent combination of education and experience. Experience or training in a nonprofit environment with multiple grants preferred, but not required. Reconciliation skills are necessary. CPA preferred.

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.
