

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

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Budget Analyst

**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> Budget Analyst	<b>Department/Program:</b> Finance
<b>Reports To:</b> Finance Director	<b>FLSA Status:</b> Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> December 2021

### **JOB SUMMARY**

Under the supervision of the Finance Director and in accordance with the direction and mission of District 7 HRDC, the Budget Analyst is responsible to ensure all financial activities are in compliance with agency policy, state and federal laws and funder guidelines to provide ongoing support for all budget and forecasting related functions. Other duties include researching and providing expenditure controls; analyzing financial and provider data and payments. Must be able to interpret and analyze federal regulations as they apply to federal grant funds received by the agency and provide recommendations on financial information.

### **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.

- Responsible for monthly, quarterly and annual activity and financial reports for management and funding sources. Through monitoring, review, preparation and analysis of activity reports ensure the financial plan is consistent with the organizational strategic goals and objectives.
- Analyze monthly financial statements of multiple programs and variance reports (i.e. budget vs actual report) by reviewing items such as: allocations, recommendations from program managers, grants or contract allocations and requirements, and expenditures.
- Submit budget summary report to Senior Management.
- Lead complex financial analysis to develop budgets including RFP's.
- Reconcile and perform grant closeout functions required by funders. Perform budget modifications as needed.
- Monitor program expenses and revenue billings against approved budget and develop budget modifications if necessary.
- Ensure program compliance with agency, state and federal laws, regulations and policies for use of the funds.
- Review grant accounting transactions.
- Ensure all requirements by funders are met during grant cycle including closeout process, including submitting quarter, semi-annual or annual reports.
- Administer program budgets and prepare budget narratives for a variety of federal grant applications or contract in coordination of program staff.
- Ensure adherence to guidelines and policies as well as monitor the financial and programmatic status of assigned accounts for the audit.
- Prepare schedules and reconciliations as required for the annual audit and program monitoring.
- 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.

- 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.

**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.
- 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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*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_