



JOB DESCRIPTION
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Payroll & Staff Accountant	Department/Program: Fiscal
Reports To: Director of Finance	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Human Resources	Revision Date: February 2026

JOB SUMMARY

The Payroll & Staff Accountant is responsible for full-cycle payroll administration and supporting the financial operations of the organization. This position ensures accurate and timely payroll processing, compliance with federal and state regulations, proper reconciliation of benefit accounts, and preparation of monthly financial statements. Reporting to the Director of Finance, this role plays a key part in maintaining strong internal controls and supporting the organization’s financial integrity in alignment with nonprofit best practices.

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.

Payroll Administration

- Process full-cycle payroll for all agency employees.
- Ensure accurate calculation of wages, deductions, garnishments, and benefit withholdings.
- Maintain the payroll system to ensure proper cost allocation.
- Interpret and administer personnel policies and procedures related to payroll and benefits in compliance with applicable laws and management guidance.
- Administer payroll tax filings and ensure timely payment of federal and state payroll taxes.
- Assist in administration of the TSA/403(b) plan, including eligibility, correspondence, terminations, and reconciliations.
- Prepare and distribute year-end W-2 forms and Affordable Care Act (ACA) reporting (1095 forms).
- Maintain payroll records in compliance with applicable laws, regulations, Agency policies.
- Maintain payroll-related general ledger accounts and preserve audit trails.
- Respond to employee payroll-related inquiries.
- Ensure confidentiality of all payroll and personnel information.

Benefits & Compliance

- Reconcile monthly benefit invoices to payroll deductions.
- Coordinate benefit changes with HR department and third-party administrators.
- Maintain knowledge of fund accounting, tracking of funds by type and source, federal cost categories, grant requirements, and **Uniform Guidance (2 CFR Part 200)**.
- Ensure proper accounting of benefit expenses and liabilities.
- Assist in maintaining compliance with nonprofit regulatory requirements.

Accounting & Financial Reporting

- Prepare and review journal entries.
- Reconcile general ledger accounts monthly.
- Maintain payroll-related and benefit-related accounts.
- Record deposits and maintain daily cash logs and cash balance reporting.
- Administer petty cash disbursement, reconciliation, and coding.
- Manage prepaid expenses and inventories, including ordering, reconciliation, and coding.
- Assist with fixed asset inventory and capitalization, including depreciation, tracking purchases and dispositions, and conducting physical inventories.
- Assist in maintaining the cost allocation plan.

- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Support grant reporting, if applicable.
- Assist with preparation for the annual audit and provide requested documentation.
- Maintain strong internal controls in accordance with nonprofit financial standards.

Additional Responsibilities

- Cross-train in the duties of other Finance Department staff and provide coverage as needed during absences.
- Complete special projects as assigned.
- Demonstrate flexibility in assuming new responsibilities and perform other duties as needed to support the continued efficiency and effectiveness of the organization.

Additional Knowledge, Skills and Abilities:

- Strong understanding of payroll tax compliance and reporting requirements.
- Knowledge of GAAP and nonprofit accounting standards.
- Proficiency in accounting and payroll software systems.
- High level of accuracy and attention to detail.
- Ability to work independently and prioritize deadlines
- Strong ethical standards and commitment to confidentiality.
- Ability to type accurately with moderate speed; proficiency with computer applications and knowledge of Microsoft Office and database programs; use a calculator and answer the telephone. Strong excel skills.
- Strong organizational and time management skills and the ability to work independently.
- Ability to maintain strict confidentiality in regard to all agency matters.
- 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.
- 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, Finance, or related field preferred. 3-5 years of accounting

and/or payroll experience preferably in a nonprofit setting; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Experience preparing financial statements. Experience with nonprofit accounting principles and fund accounting 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.

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 office setting.

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: