

## **DISTRICT XI HUMAN RESOURCE COUNCIL POSITION ANNOUNCEMENT**

**Position:** Senior Accountant  
**Schedule:** 40 hours/week; Monday-Friday (between 8:30 a.m. – 5:00 p.m.)  
**Compensation:** \$33.00/ hr. plus an excellent benefit package that includes health, vision, dental, retirement, paid holidays, paid time off, etc.  
**Opening Date:** 12/07/2022  
**Closing Date:** Screening will begin 12/20/2022  
Applications received after that date may be considered.  
Position is open until filled.

### **General Purpose:**

This position reviews and supervises the coding of financial transactions, ensures that funds are spent according to fiscal policy and procedure and that processes and controls facilitate the proper coding of transactions and prevent fraud, reconciles accounts monthly, and reviews reports for their conformity with projections and contracts. This position supervises the fiscal department.

### **Education and Experience:**

Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis. Bachelor's degree, CPA license, or equivalent experience. Financial skills including forecasting, non-profit accounting, budgeting, evaluation, etc. Communication Proficiency and Leadership Skills. Ethical Conduct. Problem solving & Analysis. Technical capacity. Must be able to maintain regular attendance and work scheduled hours. Valid Montana State Driver's License or ability to obtain one and insurable on company policy.

## **APPLICATION PROCESS**

1. Apply online by going to the HRC website at [www.humanresourcecouncil.org](http://www.humanresourcecouncil.org) under Employment Opportunities.
2. Request an application packet to be mailed or emailed to you by contacting Lina at [lina@hrcxi.org](mailto:lina@hrcxi.org).
3. Pick up an application from our main office at 1801 S. Higgins Ave, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.  
Reasonable accommodations are provided in the hiring process for persons with disabilities.

**DISTRICT XI HUMAN RESOURCE COUNCIL, INC.**

<b>Department:</b> Fiscal	<b>Job Description</b>	
<b>Job Description:</b> Senior Accountant	<b>FLSA Status:</b> <i>Non-Exempt</i>	<b>Pay Grade:</b> 11
<b>Accountable To:</b> Director of Finance	<b>Position Status:</b> <i>Full-time</i>	
<b>Prepared By:</b> Ruth Burke	<b>New/Revision Date:</b> 11/1/2022	

**Job Summary:**

This position reviews and supervises the coding of financial transactions, ensures that funds are spent according to fiscal policy and procedure and that processes and controls facilitate the proper coding of transactions and prevent fraud, reconciles accounts monthly, and reviews reports for their conformity with projections and contracts. This position supervises the fiscal department.

**Expectations:**

- Report to work on time each scheduled day.
- Be courteous and treat company employees, customers and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.

**Essential Duties, Responsibilities and Expectations:**

- Supervise and train fiscal staff.
- Report financial data including reimbursement requests, monitoring and compliance for HRC and affiliates.
- Report on financial data to managers and prepare reports on contracts for monthly Board meetings.
- Prepare cash requisitions, financial data related to grant proposals, and contract closeouts on a timely basis.
- Support the collection of outcome data into the State-wide system.
- Develop policy and procedural recommendations with supervision and implement those approved by the Board.

**Minimum Qualifications (Knowledge/Skills/Experience/Licenses/Certifications):**

Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

- Must be able to maintain regular attendance and work scheduled hours.
- Valid Montana State Driver’s License or ability to obtain one and insurable on company policy.
- Bachelor’s degree, CPA license or equivalent experience.
- Financial skills including forecasting, non-profit accounting, budgeting, evaluation, etc.
- Communication Proficiency and Leadership Skills.
- Ethical conduct.
- Problem solving & Analysis.
- Technical capacity.

**Supervisory Responsibilities:**

This position is responsible for the direct supervision of all fiscal staff, including duties such as:

- Personnel selections, performance appraisals, and disciplinary action for fiscal staff.
- Work assignments and job descriptions for fiscal staff.

**Technology Used:**

Various Accounting and other software. Computer, fax, scanners, printers, copiers, etc.

**Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually required to stand and walk. The employee is often asked to sit; reach with hands and arms; occasionally climb or balance; and stoop, kneel. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision related to computer work and printed documents.

Quiet to moderate noise office setting.

**Required Employee Clothing:**

Professional attire appropriate to an office setting.

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

Date \_\_\_\_\_

*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 employees 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 DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.*

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Employee Acknowledgement and Signature

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Date

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Printed Name