



improving lives, strengthening communities

Position Announcement

Senior Accountant

Rocky Mountain Development Council has an opening for a full time Senior **Accountant**. Starting salary range is \$40,997 - \$47,133 (DOE), plus RMDC 's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position works under the Director of Finance performing accounting functions for Rocky Mountain Development Council, Inc (RMDC) and its affiliates which generally include:

- Acts as lead worker to assigned Accountant positions by reviewing budgets, reports, journal vouchers etc; assist accountants with researching proper recording of accounting transactions, and monitoring compliance with various funding source requirements.
- Prepares budgets, develops rates, analyzes financial data and prepares reports.
- Provides accurate and timely financial information to the executive staff
- Assists Senior Accountant with the year-end closing of accounting records and the preparation of financial statements, tax returns and financial schedules.
- Assists Finance Director with the review and maintenance of accounting policies and procedures for the RMDC and its affiliates.

Minimum Qualifications:

- Considerable knowledge of automated accounting systems; generally accepted accounting principles and procedures; budgetary practices and principles; and fund accounting concepts utilizing multiple funds and cost centers.
- Knowledge of financial statement preparation and auditing standards for not-for-profit organizations.
- Working knowledge of Federal program guidelines, particularly those applicable to non-profit organizations. Emphasis on OMB Circulars A-110, A-122, and A-133.
- Considerable knowledge and efficiency with a PC Windows based accounting systems, working knowledge of a variety of spreadsheets and data base applications.
- Ability to analyze and interpret accounting data; to make mathematical computations; to prepare accurate and complete financial statements and reports;
- Ability to follow written and oral instruction; to communicate effectively verbally and in writing; to work independently.
- Ability to manage multiple priorities and direct the coordination of efforts of co-workers to meet team deadlines.
- Ability to establish and maintain effective working relationships with employees and Program Managers.

The above knowledge, skills and abilities are typically acquired through a Bachelor's degree in accounting or a closely related field that includes advanced level accounting course work and four to five years of progressively responsible accounting experience including preparation of financial statements. Requires Word and Excel training and three years of experience. Requires four to five years budgetary, fund accounting and grant reporting experience. Must possess experience demonstrating the ability to work independently, develop and maintain positive working relationships with other employees and management, and to communicate effectively orally and in writing. Other combinations of education and experience which could provide these knowledge and abilities will be evaluated. Active Certified Public Accountant preferred.

Application Process: Applicants must submit a signed completed RMDC application, letter of interest, and resume. Applications are available from RMDC, www.rmhc.net, and Montana Job Service Offices. Incomplete application materials will not be processed. Submit application packages to the RMDC Human Resource Office, P O Box 1717, (200 South Cruse Avenue), Helena MT, 59624. This position is open until filled. EEO.