



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

## **Position Announcement- Finance Director**

Rocky Mountain Development Council, Inc., (Rocky) is hiring a Finance Director. The salary for this position is \$97,000 - \$115,000, dependent on education and experience.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan, 13-14 paid holidays per year, and sick and vacation leave equaling 5 weeks in the first year! Retirement contributions begin after one year of employment. A 401-k option is available upon hire, based on age eligibility.

The Finance Director manages all financial aspects of Rocky. This position works closely with the Executive Director as a member of the management team, participating in decisions related to financial and other policy matters. The Finance Director maintains accounting, budgetary, and internal control policies and procedures that ensure the safeguarding of assets and the integrity of financial transactions and reporting data. The position is "hands on" in preparing the annual financial statements of the organization, which include consolidations of twelve affordable housing properties managed by Rocky. The Finance Director is the organization's main participant in the annual Single Audit and provides necessary financial and programmatic information for preparation of the organization's annual 990 tax returns. The Finance Director serves as Acting Executive Director in the absence of the Executive Director. This position supervises 4 staff directly and another 3 staff indirectly.

The Finance Director oversees the financial management of twelve affordable housing properties, including oversight of all contracted annual audit and tax preparation services. The position supervises financial aspects of any new property developments undertaken by Rocky.

### **Knowledge, Skills, and Abilities:**

- Strong supervisory, management and decision-making skills.
- Thorough knowledge of GAAP and Uniform Guidance (including fund accounting).
- Thorough knowledge of federal/state laws and regulations related to financial assistance.
- Thorough knowledge of budgetary processes, preferably in a non-profit environment.
- Knowledge of indirect cost allocation principles and procedures.
- Working knowledge of tax laws and regulations applicable to non-profit organizations.
- Strong working knowledge of business management principles.
- Strong working knowledge of financial related computer software.
- Ability to prepare and analyze budgets and other financial data.
- Ability to develop and implement internal control systems.
- Ability to prepare accurate financial reports, including consolidated financial statements.
- Ability to prepare and negotiate an indirect cost plan.
- Ability to coordinate and organize complex projects and systems from the development state through implementation.
- Ability to communicate effectively, verbally and in writing.
- Ability to perform research and draw valid conclusions.
- Ability to set priorities and manage time effectively.

**Education and Experience:**

- A bachelor's degree in accounting or a related field.
- A minimum of three years supervisory experience involving concurrent supervision of multiple staff.
- A minimum of 5 years of accounting or auditing experience, including at least a year of non-profit experience, serving in an upper level position managing fiscal services for a multi-program agency or auditing nonprofit organizations. This experience must include responsibility for managing the following areas: accounts payable, accounts receivable, payroll, fixed assets, general ledger, fiscal budgeting, grant reporting, financial statement preparation, maintenance of the chart of accounts, and accounting policies and procedures.
- Requires experience with automated accounting and payroll information processing systems, and interpretation of laws and regulations governing retirement and other benefit plans.
- Preferred candidate is currently licensed as a CPA in Montana, or has the ability to attain licensure within two years of hire.

**Application Process:** Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume by December 1, 2023. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, [www.rmdc.net](http://www.rmdc.net), and the Helena Job Service. Incomplete application materials will not be processed. Complete packages must be received by Rocky's Human Resource office at the above address, no later than 4:00 p.m. December 4, 2023. EEO