



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcement

Budget Analyst

Rocky Mountain Development Council is seeking applicants for a Budget Analyst. This position is a full-time (40 hours per week) position. The starting annual salary is \$54,153.00 per year.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes health, dental, vision, and life insurance, hearing aid benefits, Health Savings Accounts and Flexible Spending Accounts, Wellness Health Screenings, Retirement, 401K plan, and an Employee Assistance Plan (which equals an extra \$4.88/hour). We also offer 13 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment and a 401k option is available upon hire (based on age).

This position works under the Finance Director in performing budget/ accounting functions for Rocky Mountain Development Council, Inc. (Rocky) and its affiliates, preparing budgets, developing rates, analyzing financial data and preparing reports; providing accurate and timely financial information to the program directors for their use in making informed decisions for their programs and to maintain control of program funds. Assists Finance Director with the year-end closing of funds, accounting records, and with the preparation of financial statements and financial schedules.

Minimum Qualifications:

- Considerable knowledge of automated accounting systems; budgetary practices and principles; fund accounting concepts utilizing multiple funds and cost centers; and cost allocation methodologies.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) and the Uniform Guidance (previously OMB Circulars A-110, A-122, and A-133).
- Considerable knowledge of PC and related software including Microsoft Word and Excel.
- 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.
- Ability to manage multiple priorities and meet constant deadlines.
- Ability to establish and maintain effective working relationships with employees and professional contacts.
- Ability to work independently and also be a productive team member.

Education & Experience: The above knowledge, skills and abilities are typically acquired through a Bachelor's/Master's degree in accounting or a closely related field that includes advanced level accounting course work and three years of progressively responsible accounting experience including the preparation of financial statements. Requires one to three years budgetary, fund accounting, and grant reporting experience, or three years of auditing not-for-profit grant funded organizations. Must possess experience demonstrating the ability to work independently; research regulations, interpret and apply to real situations; self-teach through review of prior work product combined with past education and experience to make appropriate conclusions. Other combinations of education and experience which could provide this knowledge and abilities will be evaluated. Not-for-profit accounting experience is preferred.

Application Process: Applicants must submit a signed completed Rocky application, letter of interest, and resume. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Submit application packages to the Rocky Human Resource Office, P.O. Box 1717, (200 South Cruse Avenue), Helena MT, 59624. Completed application packages **must be received by the Human Resource Office at the above address. This position is open until filled.** Rocky is an EEO Employer.

www.rmhc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP