



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

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Position Announcement

Accounting Specialist II

Rocky Mountain Development Council, Inc., (Rocky) is seeking applicants for an Accounting Specialist II. This is a part-time (20 hours per week) position. The starting salary is \$23.37 per hour. 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, 401K plan, and an Employee Assistance Plan. We also offer 13-14 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year!

This position performs accounts receivable and cash receipt functions for Rocky Mountain Development Council, Inc. (Rocky) and RMDC Eagle Rock, Inc. (ERI) using two separate charts of accounts. Prepares invoices, journal vouchers, and maintains a subsidiary ledger for various Rocky programs and organizations affiliated with Rocky.

Minimum Qualifications:

Knowledge of:

- Bookkeeping, accounting principles, record keeping, and office practices and procedures.
- Considerable knowledge of automated accounting systems.
- Online Banking Platforms
- PC and related software including Microsoft Word, Excel, Outlook, Adobe, and QuickBooks
- Electronic and paper filing systems.

Skills & Abilities:

- Analyze and interpret written documentation.
- Identify complex problems; evaluate information related to those problems, and recommend solutions to those problems.
- Maintain the confidentiality of records related to employees, vendors, and clients of Rocky and all its subsidiaries.
- Exercise good judgment, flexibility, and sensitivity in response to changing situations and priorities.
- Manage multiple tasks, set priorities, and take the actions necessary to accomplish those tasks.
- Perform accounting functions with accuracy and speed under pressure of time sensitive deadlines.
- Basic Excel skills are required to perform essential functions. Minimum skills required are entering and formatting data, simple formulas, applying cell formatting, sorting and filtering data, and understanding cell referencing.
- Follow verbal and written instructions, as well as, communicate effectively verbally and in writing.
- Develop and maintain effective working relationships with coworkers, outside entities and the public.
- Work independently and as a member of a team.

Education & Experience: The above knowledge and abilities required to perform these duties are usually acquired through a combination of education and experience equivalent to graduation from high school, two years of accounting courses, and two years of accounting work experience. Education and coursework including using Microsoft Word and Excel software, and automated accounting systems. Experience with Abila MIP is preferred. Other combinations of education and experience which could provide this knowledge and abilities will be evaluated.

Application Process: Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). This position is open until filled. EEO

www.rmhc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

Energy Services
Rocky's Agency on Aging
Meals on Wheels

Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
Retired Seniors and Volunteer Program