



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

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### Position Announcement- Finance Director

**Make a difference in your community while using your financial expertise.** Rocky Mountain Development Council, Inc. (Rocky) is seeking a Finance Director to guide the financial stewardship of programs that serve people across our region. As the leader of a small, cohesive finance team, you'll collaborate with program leaders, work with diverse funding sources, and support initiatives that directly improve the lives of people living in Lewis and Clark, Jefferson, and Broadwater counties. This full-time position offers meaningful responsibility, variety in your work, and the opportunity to see the real impact of your expertise, along with a competitive salary of \$110,000 - \$125,000 annually, an exceptional benefits package, and 5+ weeks of paid leave in your first year.

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 oversees the preparation of the organization's annual financial statements, 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. This position supervises 3 staff directly and another 2 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 works with the Affordable Housing Director to supervise 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.
- 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.
- Certified Public Accountant (CPA) designation preferred; candidates who do not currently hold a CPA must be eligible for licensure and able to obtain CPA certification within two (2) years of hire

**Application Process:** Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume by August 10, 2026. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, [www.rmhc.net](http://www.rmhc.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. August 10, 2026. EEO