



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

Accountant

Make a difference in your community while using your financial expertise. Rocky Mountain Development Council, Inc. (Rocky) is seeking an Accountant to help guide the financial stewardship of programs that serve people across our region. As an integral member 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 \$68,000–\$74,000, an exceptional benefits package, and 5+ weeks of paid leave in your first year.

Key Responsibilities:

- Perform accounting functions and analyze financial data
- Prepare and analyze program and organizational budgets
- Monitor grants and prepare financial reports for grantors
- Prepare financial reports and statements for program staff
- Assist with year-end closing and preparation of financial schedules for annual audit

Minimum Qualifications:

- Knowledge of budgeting principles, fund accounting, and cost allocation methods
- Proficiency in Microsoft Excel and Word
- Ability to analyze financial data and prepare accurate reports
- Strong communication, organizational, and time-management skills
- Ability to manage multiple deadlines and work independently or as part of a team

Education & Experience:

- Bachelor's degree in Accounting or closely related field with advanced accounting coursework
- 1–3 years of budgeting, fund accounting, or grant reporting experience or 3 years auditing grant-funded organizations
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Working knowledge of Uniform Guidance is preferred, but not required
- Nonprofit accounting experience is preferred, but not required
- Equivalent combinations of education and experience that provide the required knowledge and abilities will also be considered

How to Apply:

Apply by submitting a completed Rocky Application, Letter of Interest, and Resume online at <https://www.rmdc.net/who-we-are/careers.html> or send the required application materials to:

Rocky Human Resource Office

P.O. Box 1717

(200 S. Cruse Ave.)

Helena, MT 59624

Position open until filled, incomplete applications will not be considered. Rocky is an Equal Opportunity Employer.

www.rmdc.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