



## 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

#### **Budget Analyst/ Accountant**

Rocky Mountain Development Council has an opening for a part-time (20-25 hours/week) Budget Analyst/ Accountant. The starting wage for this position is \$22.83 per hour, plus RMDC's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position works under the Finance Director in performing budget/ accounting functions for Rocky Mountain Development Council, Inc. (RMDC) 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 Director of Finance 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 Principals (GAAP) and the Uniform Guidance.
- 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 co-workers 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 RMDC application, letter of interest, and resume. Applications are available from RMDC, and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Submit application packages to the RMDC Human Resource Office, P.O. Box 1717, (200 South Cruse Avenue), Helena MT, 59624. Completed application packages **must be received by RMDC Human Resource Office at the above address no later than Friday, March 9, 2018, 4:00 PM.** RMDC is an EEO Employer.

[www.rmhc.net](http://www.rmhc.net)

Affordable Housing  
Homelessness Prevention  
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 & Dinner Clubs  
Foster Grandparent Program  
Senior Companion Program  
RSVP