



## JOIN OUR TEAM AND MAKE A DIFFERENCE!

*"Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches."*

### COMPETITIVE COMPENSATION AND BENEFITS!

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#### **Budget Analyst**

**Employment/FLSA Status: Full-Time/Non-Exempt**

**Wage: Starting at \$20.00-- \$22.00 per hour DOE**

**Position Summary:** Through a respectful, constructive, and energetic style, guided by the objectives of the organization, this position is primarily responsible to perform professional level accounting, develop and analyze budgets, and interpret and apply federal budget rules. The incumbent will work in a fiscally-responsible, team environment to provide accurate and timely accounting support to the Fiscal Manager. This position supports multiple departments working with multiple grants with varying fiscal periods.

This position performs technical duties requiring standards of accuracy, detail, and timeliness. The successful candidate will be responsible for planning and implementing budget procedures for departments including monthly monitoring of department expenditures and revenues and communicating budget status to management. This position will assist managers with preparation of department budgets; will review and provide recommendations on department budget proposals within the context of performance measures and, assist with multi-year forecasting.

#### **Desired Knowledge, Skills, and Abilities:**

- Strong understanding of cost accounting concepts and procedures.
- Excellent interpersonal communication skills with ability to establish and maintain effective working relationships with employees, other agencies and the public and communicate effectively verbally and in writing.
- Excellent attention to detail while having ability to understand overarching concepts.
- Computer skills to include Accounting/payroll software, Microsoft Word, Excel & Outlook
- Ability to effectively present ideas in writing and have command of proper grammar, spelling, and proof reading.
- Ability to accurately perform tasks with attention to detail, to think independently, use logical, analytical problem solving skills, resolve discrepancies.
- Be adaptable to a constantly changing atmosphere and have the ability to adjust and prioritize various duties and assignments.

**Desired Qualifications:** Knowledge and abilities required for the position are usually acquired through advanced education in the areas of business, accounting, finance or similar field, preferably with sufficient experience in cost accounting and GAAP accounting. Non-Profit accounting experience is desired. Other combinations of education and experience which could provide the requisite knowledge, skills, and abilities will be evaluated on an individual basis. The incumbent must have the ability to relate well with staff, clients, and administration, and have developed competencies in critical decision making, financial management, problem solving, analysis and thoroughness.

**Certificates, Licenses, Registrations:** Must be bondable and insurable. Must possess a valid Driver's License and carry valid motor vehicle insurance. Must have access to a reliable motor vehicle.

**Action Inc. offers a competitive benefit package, which in addition to compensation, includes: paid vacation, sick and personal leave; paid holidays; medical, vision, dental, life insurance and retirement benefits through the Montana Public Employees Retirement System (PERS).**

**How to Apply:** Apply on our website at <http://butteassistanceprograms.org/careers/> You may also pick up an application at Action Inc. - HRC District XII, 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. – HRC District XII. You may also email application materials to [jpaul@hrc12.org](mailto:jpaul@hrc12.org)

**This position will be open until filled.**

*Action Inc. is an Equal Opportunity Employer  
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*