



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!

Senior Accountant

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

Wage: DOE

Position Summary: Through a respectful, constructive, and energetic style, guided by the objectives of the organization, the Senior Accountant, under direction from the Fiscal Manager and using independent judgement, performs advanced and specialized accounting assignments utilizing complex and confidential data. In addition, this position supports multi-departmental fiscal functions. The Senior Accountant will perform work in analyzing budgetary data, budgetary requests, and interpreting and applying budget guidelines. The incumbent will perform professional level work requiring standards of accuracy, detail, and timeliness.

Highlights of Duties, Responsibilities & Expectations:

- Obtains and analyzes financial information to prepare reports, statements, and recommendations.
- Provides project direction to other fiscal positions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances accounts by verifying, allocating, posting, and reconciling transactions, resolving discrepancies.
- Maintains the general ledger by reviewing accounts, preparing ad hoc reports, and reconciling entries.
- Summarizes financial status by collecting information; assists with preparing balance sheet, profit and loss, and other statements.
- Assists with external audit by analyzing and scheduling general ledger accounts, providing information for auditors.
- Plans and carries out budget procedures for various agency departments including monthly monitoring of department expenditures and revenues and communicates monitoring status to management.
- Assists departments in preparing proposals and contracts, agenda items and supporting information; explains policies and procedures; and gives advice on management issues.
- Provides support for Fiscal Manager and assists with special studies that require data compilation; analyzes and interprets information in oral and written presentations.

Desired Qualifications: Knowledge and abilities are usually acquired through advanced education in the areas of business, accounting, finance or similar field, preferably with sufficient experience in cost and GAAP accounting. Non-Profit and/or government accounting experience is preferred. Knowledge of and experience with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is preferred. The incumbent must have had acquired ample skills and knowledge of computer hardware and software, especially Microsoft Office software and accounting software. Ability to relate well with staff, clients and management. Ability to adapt to a fast-paced and varied work environment. Ability to present information effectively to groups. Other combinations of education and experience which could provide the requisite knowledge, skills, and abilities will be evaluated on an individual basis.

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.

Compensation, Benefits: 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/>. Applications are available at Action Inc., 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. You may also email application materials to 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.*