

**POSITION DESCRIPTION**  
Montana Homeownership Network  
dba NeighborWorks Montana

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**Job Title:** Staff Accountant

**Accountable To:** Chief Financial Officer

**Revision Date:** 03/10/2021

**Position Status:** Regular Full-time Permanent

**FLSA Status:** Non-exempt

**Grade:** 10

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**Minimum Qualifications:** BA/BS in accounting, business, or finance. CPA preferred but not required. Minimum of five years experience in position with related duties. Position is in Great Falls, Montana, and requires in-person work in the office. This position requires a high attention to detail. Responsible for reviewing, monitoring, and processing a variety of fiscal transactions. Position must be able to communicate effectively, both orally and in writing, and effectively organize and manage time. Extensive experience in Microsoft Office Suites and familiarity with accounting and client services software. Must be able to establish and maintain effective working relationships with co-workers, supervisors, funders and board of directors and committees. Ability to take a teamwork approach to the job by cooperating with others.

**Essential Duties and Responsibilities:**

**ACCOUNTING**

- Pickup mail daily from post office, process, and distribute to appropriate personnel
- Properly code all cash and checks received for entry into the general ledger
- Monitor and track accounts receivable
- Reconcile Loans Receivable from loan servicing system to general ledger monthly
- Assist with the development of accounting policies and procedures
- Assist with preparation of budgets, cash flows and projections
- Provide grant/departmental analysis and financial documentation for grant reporting
- Reconcile bank statements
- Reconcile general ledger accounts as assigned by the CFO
- Provide backup and support to the CFO as needed

**COMPLIANCE AND GRANT REPORTING**

- Prepare timely and accurate reports for grants and donors
- Develop and maintain policies/procedures relating to grant/donor requirements
- Pull and collate lending and organizational data from various databases
- Monitor compliance with grants and reporting prepared by other staff
- Assist in the preparation of grant applications

**OTHER DUTIES**

- Provide backup to the accounts payable and payroll functions as needed
- Provide backup to loan servicing as needed
- Participate in departmental planning and training as requested
- Participate in board meetings as requested

**This job description describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

**Special Requirements:** Ability to travel occasionally when required for job functions and training. Applicants must have a valid driver's license and insured, dependable vehicle.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

This document does not create an employment contract, implied or otherwise. NeighborWorks Montana retains the discretion to add duties or change the duties of this position at any time.

By signing below, I acknowledge that I have read and understand the requirements and performance criteria for this position.

\_\_\_\_\_  
Employees' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Date