

POSITION DESCRIPTION

Montana Homeownership Network
dba NeighborWorks Montana

Job Title: Finance Specialist

Accountable To: Director of Finance

Revision Date: 04/25/2023

Position Status: Regular Full-time Permanent

FLSA Status: Non-exempt

Grade: 8

Minimum Qualifications: BA/BS in accounting, business, finance or equivalent professional experience in a related field. Applicant must have a minimum of two years' experience in a position with related duties. Position must be able to communicate effectively, both orally and in writing, and effectively organize and manage time, with high attention to detail. Extensive experience in Microsoft Office Suites and familiarity with accounting software and online banking preferred. Must be able to establish and maintain effective working relationships with co-workers, supervisors, contractors, and vendors. The position is in Great Falls, Montana and requires in-person work in the office.

The Finance Specialist will work directly with the Director of Finance on a variety of finance department needs. They will also serve as the immediate back-up to the Accounting Specialist and Loan Servicing Specialist.

Essential Duties and Responsibilities:

FINANCE AND ADMINISTRATION

- Pick up mail daily from post office, process and distribute to appropriate personnel
- Properly code all cash and checks received for entry into the general ledger
- Reconcile bank statements
- Reconcile general ledger accounts as assigned by the Director of Finance
- Monitor compliance with grants and reporting prepared by other staff
- Support Director of Finance with day-to-day accounting needs and special projects
- Assist with the development of finance policies and procedures
- Participate in finance committees, loan committees and board meetings

ACCOUNTING AND PAYROLL

- Work with the accounting team to support accurate and timely completion of core accounting functions including:
 - Review, code and process accounts payable, payroll and benefits
 - ⊖ Accounts receivable invoicing, monitoring and collections
 - ⊖ Collect and review documentation and process company credit cards
 - ⊖ Balance payroll ledgers accounts, perform entries, and post payments
- Assist with the development of accounting policies and procedures

LOAN SERVICING

- Work with the loan servicing team to support accurate and timely completion of core loan servicing functions including:
 - Mortgage loan servicing process for all loan programs

- Onboarding of new loans into loan servicing database
- Processing of loan payments
- Credit bureau and bankruptcy reporting
- Respond to payoff requests
- Month end servicing tasks including balancing escrow accounts and reporting
- Monitor and maintain up to date insurance notifications
- Complete reconveyances for paid off and written off loans
- Assist with the development of loan servicing policies and procedures

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