

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

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**Job Title:** Accounting and Admin Specialist

**Accountable To:** Director of Finance

**Revision Date:** 11/27/2023

**Position Status:** Regular Permanent 32 hours per week

**FLSA Status:** Non-exempt

**Grade:** TBD

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**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. 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 Accounting and Admin Specialist will work directly with the Director of Finance on a variety of finance department needs.

**Essential Duties and Responsibilities:**

**ACCOUNTS PAYABLE / RECEIVABLE**

- Review, code, and process accounts payable
- Maintain records and vendor files
- Process outgoing wires in a timely manner
- Audit employee expenses for compliance with company policy
- Process and monitor company credit cards including collection and review of staff receipts
- Complete accounts receivable invoicing, monitoring, and collections
- Respond to inquiries from vendors and co-workers
- Issue vendor 1099's

**HUMAN RESOURCES - HIRING & ONBOARDING**

- Support the recruitment process for new employees including working with managers on collecting applications, screening applicants, coordinating, and assisting with interviews, performing background and reference checks, and communicating with applicants as to their application status
- Complete the intake and general orientation process for new hires including preparing and supporting employees to complete all required documents
- Review employee handbook, policies and benefits with new hire and address any questions
- File all paperwork with necessary agencies and vendors, and internally

**ADMINISTRATION**

- Support Great Falls office operating needs including ordering maintenance and repairs, maintaining the breakroom, and managing office keys
- Maintain and communicate employee parking schedule
- Support organization mailings and events as needed in coordination with the marketing and communications team

**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