

# DEAP

**JOB TITLE:** Finance Director

**STATUS:** Full Time/non-Exempt

**WORK LOCATION:** Miles City, MT

**REPORTS TO:** Executive Director

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## POSITION SUMMARY:

**Purpose:** The Finance Director is pivotal in overseeing and enhancing the administrative and financial operations of the corporation, ensuring efficiency and compliance across all business functions.

## Key Responsibilities:

- **Financial Management:** Oversee the recording, analysis, and management of all financial data, including accounts payable, payroll, HR, and benefits. Ensure timely preparation of journal entries, financial statements, and account analyses. Manage monthly and quarterly closings.
- **Regulatory Compliance:** Prepare and submit all required state and federal reports promptly. Ensure compliance with regulations from funding sources.
- **Budget Management:** Support the Director in budget development, analysis, and variance reporting to aid strategic decision-making.
- **Communication and Liaison:** Maintain robust communication channels with internal and external stakeholders, including auditors, vendors, state personnel, and landlords.
- **Administrative Oversight:** Manage agency administrative functions and office operations, ensuring smooth daily operations.
- **Reporting and Accountability:** Engage in preparing and presenting various reports, contributing to evaluations and accountability measures.
- **Strategic Involvement:** Actively participate in the development, review, and execution of the agency's strategic plan.
- **Additional Duties:** Undertake additional responsibilities as assigned by the Executive Director.

## Safeguards:

- Implement procedural safeguards to maintain confidentiality.
- Fulfill mandatory reporter duties by reporting any suspected abuse and neglect.

## Time Management and Accountability:

- Accurately complete and timely process required paperwork.

### **Professional Development:**

- Participate in in-service training sessions and engage in ongoing quality enhancement and strategic planning activities.

### **Position Requirements:**

- **Education:** CPA preferred. Alternatively, a bachelor's degree in business administration focusing on Accounting and Computer Science.
- **Experience:** Proven experience in supervision, personnel management, and familiarity with human resource practices and laws.
- **Skills:**
  - Proficient in accounting software and MS Office.
  - Proficient in Generally Accepted Accounting Principles (GAAP).
  - Excellent verbal and written communication abilities.
  - Strong organizational and time management skills; adept at multitasking.
  - Flexible in managing administrative roles as needed.
  - Professional demeanor, initiative, and a proactive approach.
  - Commitment to ethical practices, confidentiality, and support of DEAP's mission and values.

*Note: If necessary, reasonable accommodation will be made to enable individuals with disabilities to perform these essential functions.*

*This job description is intended to summarize the primary responsibilities and qualifications for this position. The job description is not intended to include all duties an individual in this position might be asked to perform or all qualifications that may be required either now or in the future.*

### **BENEFITS:**

- 40 hours/week, non-exempt position
- Paid leave, health insurance, life insurance, flex plan available upon hire
- Generous holiday/sick leave policy
- Retirement package available after one year of successful employment

To apply, please submit application found at <https://deapmontana.org/job-opportunities/> or send resume to [cetherington@deapmt.org](mailto:cetherington@deapmt.org), or pick up an application at DEAP, 2200 Box Elder St., Suite 151, Miles City, MT 59301.

Please contact Carrie Etherington at (406) 234-6034 or [cetherington@deapmt.org](mailto:cetherington@deapmt.org) if you have questions.