

**DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT**

Position: Director of Finance
Schedule: 40 hrs./wk.: Monday-Friday (between 8:30 a.m. to 5:00 p.m.)
Compensation: \$85,000-\$100,000/year, DOE. Excellent benefit package that includes health, vision, dental, 9.07% retirement contribution, holiday, vacation, sick time, etc.
Opening Date: June 3, 2025
Closing Date: Screening will begin June 17, 2025
Applications received after that date may be considered.
Position is open until filled.

General Purpose:

This position oversees all company financial activities to ensure HRC remains in a strong financial position, is responsible for developing processes and controls to prevent fraud, develops and monitors the control systems designed to preserve company assets and reports accurate financial results, and reviews reports for their conformity with projections agency wide. This position supervises the fiscal department staff, giving direction and delivering periodic evaluations.

Education and Experience:

Bachelor's degree, CPA license or equivalent experience. Financial skills including forecasting, non-profit accounting, budgeting, evaluation, etc. Communication Technical capacity. Proficiency and Leadership Skills. Ethical conduct. Problem solving & Analysis. Ability to meet multiple deadlines in a timely matter.

Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

Necessary Knowledge, Skills, and Abilities:

Required minimum qualification levels, duties, and responsibilities of this position as well as the necessary knowledge, skills and abilities are detailed in the job description included in the application packet.

APPLICATION PROCESS:

1. Apply online by going to the HRC website at www.humanresourcecouncil.org under Careers.
2. Request an application packet to be mailed or emailed to you by contacting Lina at lina@hrcxi.org.
3. Pick up an application from our main office at 1801 S. Higgins Ave, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.

DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

Department: Fiscal	Job Description
Job Description: Director of Finance	FLSA Status: <i>Exempt</i>
Accountable To: Executive Director	Position Status: <i>Full-time</i>
Prepared By: Ruth Burke	New/Revision Date: 06/03/2025

Job Summary:

This position oversees all company financial activities to ensure HRC remains in a strong financial position, is responsible for developing processes and controls to prevent fraud, develops and monitors the control systems designed to preserve company assets and reports accurate financial results, and reviews reports for their conformity with projections agency-wide. This position supervises the fiscal department staff, giving direction and delivering periodic evaluations.

Expectations:

- Report to work on time each scheduled day.
- Be courteous and treat company employees, customers and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.

Essential Duties, Responsibilities and Expectations:

- Supervise and train fiscal staff.
- Report financial data including reports to the board, audit, tax, and compliance for HRC and affiliates.
- Support the collection of service, outcome, and financial data for the annual report.
- Prepare and outline complex models into simple terms for others.
- Analyze trends to reduce financial risks.
- Create usable budgets for the business, including evaluating the needs of each department in the long term.
- Attend monthly Board meetings and be a resource of expertise in financial matters.
- Research and keep current on regulations.
- Prepare Indirect Cost Plan annually.
- Coordinate Employee Benefits.

- Develop policy and procedural recommendations with supervision and implement those approved by the Board.
- Optimize the handling of bank and deposit relationships.
- Be an advisor to senior management from the financial perspective on contracts.
- Other duties as assigned.

Minimum Qualifications (Knowledge/Skills/Experience/Licenses/Certifications):

Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

- Must be able to maintain regular attendance and work scheduled hours.
- Valid Montana State Driver's License or ability to obtain one and insurable on company policy.
- Bachelor's degree, CPA license or equivalent experience.
- Financial skills including forecasting, non-profit accounting, budgeting, evaluation, etc.
- Communication Proficiency and Leadership Skills.
- Ethical conduct.
- Problem solving & Analysis.
- Technical capacity.
- Ability to meet multiple deadlines in a timely matter.

Supervisory Responsibilities:

This position is responsible for the direct supervision of all fiscal staff, including duties such as:

- Personnel selections, performance appraisals, and disciplinary action for fiscal staff.
- Work assignments and job descriptions for fiscal staff.

Technology Used:

Various Accounting and other software. Computer, fax, scanners, printers, copiers, etc.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually required to stand and walk. The employee is often asked to sit; reach with hands and arms; occasionally climb or balance; and stoop, kneel. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision related to computer work and printed documents.

Quiet to moderate noise office setting.

Required Employee Clothing:

Professional attire appropriate to an office setting.

Supervisor Signature: _____

Date _____

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

Employee Acknowledgement and Signature

Date

Printed Name