

**DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT**

Position: Accounting Technician
Schedule: Up to 30 hrs./week; Monday – Friday 8:30am-5:00pm
Compensation: \$21.19/hour
Opening Date: April 21, 2026
Closing Date: Position is open until filled

General Purpose: This position performs technical accounting work preparing claims, processing accounts payable, payroll, bookkeeping and preparing reports. This position performs some routine clerical duties and other duties as assigned.

Minimum Qualifications/Education and Experience: The knowledge, skills and abilities are usually acquired through a combination of education and experience equivalent to high school graduation, and course work in accounting, equivalent to one year of college level accounting, and one year of technical accounting experience. Experience in MIP accounting software and other non-profit software is preferred. Other combinations of education and experience, which could provide the skills, knowledge, and abilities listed in the job description will be evaluated on an individual basis.

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 Darlene at dmt@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 Title: Accounting Technician	FLSA Status: <i>Non-Exempt</i>
Accountable To: Director of Finance	
Prepared By: Hunter Dutton	Revision Date: 4/3/2026

Job Summary:

This position performs technical accounting work preparing claims, processing accounts payable, payroll, bookkeeping and preparing reports. This position performs some routine clerical duties and other duties as assigned.

Supervision Received:

The position works under general guidance and direction of the Director of Finance. This position does not exercise a significant degree of independence in decision-making.

Supervision Exercised:

None

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 and Responsibilities and Expectations:

A. Data Entry of Claims (55%)

1. Generate A/P claim forms, accurately and timely.
2. Code accurately all claims to appropriate programs.
3. Upload electronic claims from other departments.
4. Submit physical copy of claims for signature and authorization to pay.
5. Review data to reflect proper dates and coding on claims.
6. Generate checks, acquire signatures, and distribute to vendors via mail.
7. Generate reports and documentation that reconciles the batch.
8. Filing Claims and documentation.
9. Maintain current vendor files.

B. Payroll (30%)

1. Compiles, totals, and verifies timecard data regarding leave and distribution codes. Resolves any discrepancies.
2. Obtains proper authorization for payment.
3. Enters the timecard data for payroll, generates checks, journals, summary and tax deposit for the same.
4. Charges the programs according to the cost allocation plan by entering the proper program codes.
5. Reconciles the summary and journal balance with the total hours and payroll dollars on the time sheets.
6. Prepares tax payments and vouchers related to payroll.
7. Filing of payroll reports and related documentation.

C. General Bookkeeping (15%)

1. Uploads data from subsidiary corporation(s).
2. Generates reports.
3. Reconciles accounts.

Performs related duties as assigned.

Minimum Qualifications:

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

Education and Experience:

The knowledge, skills and abilities are usually acquired through a combination of education and experience equivalent to high school graduation, and course work in accounting, equivalent to one year of college level accounting, and one year of technical accounting experience. Experience in MIP accounting software and other non-profit software is preferred.

Skills, Knowledge & Abilities

- Knowledge of the basics of program administration to include program organization, evaluation, interpreting rules and regulations, and record keeping.
- Knowledge of technical bookkeeping, accounting principles and practices.
- Knowledge of computer data entry and preparation of computer-generated reports.
- Ability to set priorities, keep accurate records, and submit reports in a timely manner.
- Ability to work in a fast-paced time sensitive environment while remaining organized and exercising sound judgment. (Time management and organizational skills)
- Ability to communicate effectively orally and in writing.
- Ability to analyze facts and circumstances and arrive at sound conclusions and decisions.
- Ability to oversee multiple projects and deal with interruptions
- Ability to make accurate mathematical and coding entries with particular attention to detail.
- Ability to establish effective working relationships with other employees.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Must be able to travel and use personal vehicle for work related activities.
- Must have a Montana driver's license or ability to obtain one and insurable on company policy.

Technology Used: Computer, 10 Key, copier, fax and other commonly used office equipment.

Physical Demands and Work Environment:

The physical demands 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.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 will be working in an indoor office environment. The employee will frequently work in both office buildings on a given day, as the work requires. The work environment is an office environment. The work has deadlines and schedules to meet.

Required Employee Tools and Clothing:

Professional attire appropriate to an office setting.

Selection guidelines:

Formal application, rating of education and experience; oral interview and reference check.

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