

**POSITION DESCRIPTION**  
Neighborhood Housing Services of Great Falls  
NeighborWorks Great Falls

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**Job Title:** Staff Accountant  
**Accountable To:** Director of Finance  
**Revision Date:** 06/27/18

**Position Status:** Full-Time  
**FLSA Status:**  
**Grade:** 21

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**Minimum Qualifications:** Education: 4-Year Degree (BA/BS) in accounting, business or related field [the equivalent years-experience in a position with related duties may be considered in lieu of degree]. Must have a minimum of two years' experience in a position with related duties. Excellent communication skills, both verbally and written. Extensive experience in Microsoft Office Suite software (Excel, Word, Outlook, etc.). Experience with accounting software is required. Skilled with interpreting financial data to prepare complete and accurate reports. Must be detail oriented, highly organized and efficiently manage time. This position will be responsible for direct supervision of one technician.

**Preferred qualifications:**

1-2 years' experience supervising employee(s) is preferred  
Experience with operating QuickBooks software is preferred.  
Experience in grant accounting and compliance

**Essential Duties and Responsibilities:**

**ACCOUNTING**

- Provide assistance with the development of accounting policies and procedures
- Assists with Budgets, cash flows and projections.
- Prepare all necessary reconciliations and workpapers on a monthly basis to accurately prepare the trial balance
- Assist with preparation of monthly financials and special reports (as needed)
- Prepare insurance applications and forms as necessary.
- Perform monthly general ledger audit for accuracy.

**GRANT REPORTING AND COMPLIANCE – PROVIDE ASSISTANCE WITH:**

- Grantor/Donor reporting and compliance with grant requirements
- Prepare timely and accurate reports to grantors and government entities
- Reconcile Loans Receivable from General Ledger to loan servicing system monthly. Prepare monthly and annual reports of loan portfolio activity

**ACCOUNTS PAYABLE/RECEIVABLE & PAYROLL SUPERVISOR**

- Oversee and back up to:
  - Review, code and process accounts payable check requests
  - Maintain records and vendor files, including contractor required paperwork
  - Respond to inquiries from vendors and co-workers
  - Complete accounts receivable invoicing as necessary.
  - Facilitate cash receipts; including occasional travel to the various banks, processing into the general ledger and maintaining various bank account files and reconciliations
  - Prepares bi-weekly payroll, including tax payments and journal entries
  - Balances all payroll general ledger accounts each month, performing accounting entries and preparing payments for all benefits and deductions
  - Prepares quarterly payroll reports

**OTHER DUTIES**

- Accounting for employee benefits
- Reconciling bank statements
- Monthly miscellaneous accounting and budget tasks
- Assist the Director of Finance as needed
- As assigned by colleagues

**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. Applicant 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 Great Falls 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.

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Employees' Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_