Position Announcement
Senior Housing Accountant/Budget Analyst

Rocky Mountain Development Council has an opening for a full-time Senior Housing Accountant/Budget Analyst. The starting salary for this position is approximately $42,869 - $49,296 (DOE) plus RMDC’s generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position works under the Director of Finance in performing accounting functions for Rocky Mountain Development Council, Inc. (RMDC) and its affiliates. This includes supervising and assisting with year-end closing, coordinating audit and tax work, preparing financial statements, and reviewing tax returns for RMDC’s affiliates. This position supervises the Property Management Accountant and reviews financial reports, trial balances, journal entries and reconciliations for properties managed by RMDC’s Affordable Housing Program. This position also assists the Director of Finance with preparing and monitoring budgets and projections, researching proper recording of accounting transactions, monitoring compliance with various funding sources, year-end closing of RMDC funds, and preparing consolidated financial statements.

Minimum Qualifications:

- Considerable knowledge of automated accounting systems; generally accepted accounting principles and procedures; budgetary practices and principles; fund accounting concepts utilizing multiple funds and cost centers; and cost allocation methodologies.
- Considerable knowledge of financial statement preparation and auditing standards for both for-profit and not-for-profit entities
- Experience with affordable housing development and management, as well as an understanding of business entity structure
- Working knowledge of the Uniform Guidance (previously OMB Circulars A-110, A-122, and A-133)
- Considerable knowledge of PC and related software including Microsoft Word and Excel.
- Ability to analyze and interpret accounting data.
- Ability to follow written and oral instruction; to communicate effectively verbally and in writing.
- Ability to manage multiple priorities and to meet constant deadlines.
- Ability to establish and maintain effective working relationships with employees and professional contacts.
- Ability to work independently and also be a productive team member.
**Education & Experience:** The above knowledge, skills and abilities are typically acquired through a Bachelor’s or Master’s degree in accounting or a closely related field that includes advanced level accounting course work and three years of progressively responsible accounting experience including the preparation of financial statements and tax returns. Requires strong working knowledge of Word and Excel and three years of experience. Requires one year budgetary, fund accounting, grant reporting, or not-for-profit auditing experience. Must possess experience demonstrating the ability to work independently; research regulations, interpret and apply to real situations; and self-teach through review of prior work product. Other combinations of education and experience, which could provide this knowledge and abilities, will be evaluated.

**Application Process:** Applicants must submit a signed completed RMDC application, letter of interest, and resume. Applications are available from RMDC, and [www.rmdc.net](http://www.rmdc.net). Incomplete application materials will not be processed. Submit application packages to the RMDC Human Resource Office, P.O. Box 1717, (200 South Cruse Avenue), Helena MT, 59624. Completed application packages must be received by RMDC Human Resource Office. While this position is open until filled, preference will be given to applications received by 5 PM Tuesday, March 15, 2016. RMDC is an EEO Employer.