Business Services

CAMPUS RECRUITMENT VACANCY ANNOUNCEMENT

Budget Analyst/Accountant

Department: Business Services
Position: Full-time
Wage: $14.864 per hour plus complete benefit package
Union Affiliation: MPEA
Posting Date: April 22, 2015

Description

This is a full-time position. Responsibilities include: perform technical/professional accounting work for the major fund groups used by the University, assist in the preparation of various financial reports, perform daily, monthly, quarterly and yearly reconciliation of subsidiary and state ledgers to the University’s general ledger, prepare monthly and yearly accounting journals, manage fixed asset accounting, review and approve accounts payable payments, prepare various tax reports, prepare and input insurance information for the state, assist in the budget process, special projects as requested.

Qualifications

Demonstrated knowledge in accounting theory, principles and procedures, including accounting methods and budget practices, fund groups and a general knowledge of all other areas of accounting services, bank and other reconciliation process and procedures, demonstrated competence researching, compiling, analyzing and interpreting financial information and generating financial reports, demonstrated competence in the use of personal computers and related software (Excel, Word, Access), multiple databases and e-mail software packages, demonstrated competence organizing and prioritizing multiple work assignments, meeting deadlines and adapting to changing priorities while maintaining a positive, effective and professional approach, demonstrated competence performing tasks with a high degree of accuracy and close attention to detail, demonstrated competence developing and maintaining effective working relationships with a diverse range of personnel both internal and external to the organization, demonstrated ability exercising sound judgment and making consistent decisions while working independently and effectively under minimal supervision, the ability to consistently exercise initiative, the ability to maintain confidentiality.
Application

To be considered for this position, please submit the following: 1) Letter of Application addressing the desired qualifications, 2) Completed and signed State of Montana Application for Employment (PD-25), 3) Names, addresses and telephone numbers of three current professional, references to:

Patricia Lake, Payroll/Benefits Supervisor
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Application deadline is May 4, 2015.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.