



FINANCE DIRECTOR

Montana West Economic Development (MWED) is seeking a detail-oriented and motivated Finance Director to join our team. The ideal candidate should possess an understanding of nonprofit and government accounting principles, strong analytical skills, excellent organizational skills, and the ability to communicate effectively. Candidates should have the ability to manage numerous programs across multiple business entities, while maintaining data integrity, consistency, and a high quality of work. The Finance Director plays a critical role in maintaining the financial integrity of the organization through forecasting, budgeting, reporting, and monitoring business activities.

We are seeking candidates with a bachelor's degree in accounting or a related field, and along with 3-5 years of relevant professional experience. A CPA designation is preferred. We will also consider an equivalent combination of relevant education and experience. This is a full-time position, Monday through Friday, with occasional after hours or weekend days to meet work deadlines or project timelines. This position can be filled immediately.

ABOUT MWED

MWED is a 501(c)(6) nonprofit organization that promotes economic growth for entrepreneurs who want to relocate, start a business, or expand their existing operation in the greater Flathead Valley region. MWED partners with, and administers a number of federal, state, and local programs, including a management contract with Flathead County Economic Development Authority to carry out the directives of its board. Another substantial program is the revolving loan program, which provides financing to local businesses, oftentimes in partnership with a local bank, to give businesses a path forward.

Other key programs offered by MWED include APEX Accelerators (assistance with government contracting), Hazardous Fuels Reduction (assisting private landowners in reducing the risk of wildfire), Brownfield Assessment Grants (provides assistance in assessing potential environmental contamination of properties), Food and Ag Development Center (provides training, coaching, and technical assistance to businesses that produce and commercialize food, agricultural and renewal energy products), and numerous other general business assistance programs.

MWED currently has six full-time and two part-time professionals that carry out business activities and administer programs. With an internal environment fostered by teamwork and collaboration, this small group has produced substantial programmatic growth over the past year, and this growth is expected to continue into 2024.

MWED is governed by a board of directors comprised mainly of private sector local businesses representing the various cities and unincorporated communities in Flathead County.



Finance Director Requirements

- A bachelor's degree in accounting or a related field is required; CPA designation preferred.
- Relevant professional experience of 3-5 years, preference for nonprofit and/or government fund accounting.
- Extensive experience utilizing accounting software, Abila MIP Fund Accounting preferred.
- Proven organizational and time management skills with a demand for attention to detail and accuracy.
- Ability to maintain a high degree of professionalism, confidentiality, flexibility, and initiative.
- Strong oral and written communication skills with the ability to work with varying levels of professionals, such as public officials, accountants, board members, clients, and coworkers.
- Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment.
- Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions.
- Strong working knowledge of Microsoft 365 products and applications and Adobe Acrobat.

Essential Duties and Responsibilities

The Finance Director plays a pivotal role in overseeing the financial health of multiple organizations. Key responsibilities include:

- *Financial Planning and Analysis:* Develop and implement comprehensive financial plans, budgets, and forecasts. Analyze financial data to provide insights and support strategic decision-making.
- *Budgeting:* Lead the development and preparation of the annual budget in collaboration with the President and Program Managers. Monitor and provide regular reporting on budget-to-actual performance.
- *Financial Reporting:* Prepare accurate and timely financial statements and reports for program managers and the board of directors. Maintain transparency and clarity in financial communications. Provide all reporting necessary for program managers to complete reporting requirements and drawdowns for loan and grant funds.
- *Audit and Compliance:* Coordinate and manage external audits for multiple entities, ensuring compliance with accounting standards and regulatory requirements. Implement and monitor internal controls to safeguard financial assets. Communicate with external auditors regularly throughout the year, to assure the financials are in order prior to the annual audit.
- *Program Onboarding and Maintenance:* Work closely with program managers to create and maintain financial processes and procedures related to new and existing programs. Utilize generally accepted accounting principles (GAAP) to ensure programs are entered accurately, involving external auditors when necessary.



- *Leadership*: Provide effective leadership within the organization, fostering a collaborative and high-performance culture. Oversee the day-to-day operations and professional development of the Accounting Assistant, including:
 - Bank Reconciliations, accounts payable, accounts receivable, expense reporting, credit card reporting, financial software data exporting/importing, loan servicing, insurance premium reconciliations, and annual 1099 requirements.
- *Cash Flow and Bank Management*: Manage cash flow effectively and efficiently across multiple banking entities, maximizing earnings while prioritizing safety of principal.
- *Insurance Management*: Oversee the organization's insurance portfolio and manage the renewal process.
- *Payroll*: Prepare and process bi-monthly payroll, including related tax liabilities, reporting, and annual W-2 processing. Serve as the Human Resources contact for benefits, onboarding, and exiting.

Additional Requirements

Applicants must possess valid U.S. driver's license and have clean financial background and criminal check. Potential employees must have the ability to be insured and bonded. The employer has a drug-free workplace policy.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands of standing, walking, sitting, stooping, kneeling, crouching, balancing, and bending/twisting
- Lifting, carrying, pushing/pulling to a maximum of 50 pounds
- Sitting for long periods of time
- Fine motor skills
- Tolerance of noise and odors from various office machines
- Long periods of software/typing tasks
- Driving to various locations as required by meetings, running errands, etc.

Benefits

- Full-time employees are eligible for benefits, including health and dental insurance, retirement plan, and paid holidays, sick-time, and vacation time
- Flexible working environment
- Collaborative and supportive work environment within a small, close-knit team.
- Opportunities for professional development and growth



How to Apply

If you are a dedicated and proactive individual with a passion for finance and accounting, we encourage you to apply for the Finance Director position at Montana West Economic Development. Join our team and contribute to the financial success and growth of our organization. To apply, please submit a letter of interest, resume, and a list of three professional references to: Montana West Economic Development, Attention Christy Cummings Dawson, 44 2nd Ave West, Kalispell, MT 59901, or electronically to christy@dobusinessinmontana.com.

The position is open until filled, but review of applications will be on January 12, 2024. Submit all questions relating to the organization and the advertised position to the above email address. The job description is posted at www.dobusinessinmontana.com.

Montana West is an Equal Opportunity Employer.

Job Category: Professional

Position Type: Full-Time, Benefits Eligible

Salary: Starting at \$70,000/yr

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