

## **Accounting Assistant (Part-Time to Full-Time)**

### **Montana West Economic Development (MWED)**

#### **Job Description**

The Accounting Assistant is a new administrative position working from the office of Montana West Economic Development located at 44 2<sup>nd</sup> Avenue West, in Kalispell. The position requires a commitment of 28-40 hours per week. Position can be filled immediately.

Montana West Economic Development is a nonprofit organization that promotes business growth in the greater Flathead Valley region. We are looking for a detail-oriented and motivated Accounting Assistant to join our team. The ideal candidate will have a basic understanding of accounting principles and excellent organizational skills. 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 Accounting Assistant will play a critical role in maintaining accurate financial records, facilitating efficient financial transactions, and supporting various accounting functions.

#### **Duties and Responsibilities:**

- Own the Accounts Payable process to include, but not limited to, verification, coding, data entry, payment approvals, initiating payment, and compiling and filing all documentation.
- Manage the Accounts Receivable process, including issuing invoices, recording customer payments accurately, and monitoring aging invoices.
- Assist with management of multiple grants, including required reporting, fund drawdown requests, and maintaining compliance with specific grant requirements.
- Review and reconcile credit card reports, employee expense reports, and bank statements on a monthly basis.
- Assist with the bimonthly payroll processing, including issuing payroll vouchers and completing necessary payroll tax reporting, and tax payments.
- Service the revolving loan portfolio, including processing payments and disbursements, data entry, assisting with reports, and monitoring payment delinquency.
- Prepare journal entries for various financial transactions.
- Assist with development of annual budget documents.
- Maintain multiple database systems, understand how the various systems interact, and facilitate the monthly import/export process between systems.
- Assist the Finance Director to gather and provide necessary documentation for annual external audits.
- Performs other related duties and special projects as assigned.
- Provide office management duties such as ordering supplies, mail sorting, maintaining conference room schedule, and scheduling contractors as needed.

#### **Required Skills and Experience**

- Associate's degree in accounting or related field preferred, with 1 to 3 years related experience. Another combination of education and experience may be considered.
- Understanding of generally accepted accounting principles (GAAP). Knowledge of governmental accounting principles and fund accounting a plus.
- Attention to detail and strong organizational skills are of utmost importance.
- Identifies and resolves problems in a timely manner, ability to gather and analyze information skillfully in order to find discrepancies.
- Proficient in MS Office Products including Word, Excel, and Outlook, and use of the internet.
- Ability to quickly learn new software systems.
- Ability to work independently and take initiative.
- Ability to prioritize tasks and meet deadlines.

- Excellent written and verbal communication skills.
- Ability to understand and follow written and verbal instructions.

### **Benefits**

- Competitive wage depending on experience, starts at \$20/hour.
- 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, with the possibility of 28-40 hours during the regular Monday-Friday work week.
- Collaborative and supportive work environment within a small, close-knit team.
- Opportunities for professional development and growth.

### **Additional Requirements**

Possess valid U.S. driver's license; 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.

### **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 Accounting Assistant 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 references to: Montana West Economic Development, Attention Lara Russell, 44 2<sup>nd</sup> Ave West, Kalispell, MT 59901, or electronically to [lara@dobusinessinmontana.com](mailto:lara@dobusinessinmontana.com).

The position is open until filled, but first review of applications will be on September 18, 2023. Submit all questions relating to the organization and to the advertised position to the above email address. The job description is posted at [www.dobusinessinmontana.com](http://www.dobusinessinmontana.com).

Montana West is an Equal Opportunity Employer.

**Job Category:** Professional

**Position Type:** Part-Time to Full-Time

Revised 8/16/2023