Humanities Montana is seeking a contract accountant, preferably with non-profit experience, to perform routine accounting functions. The start date will be September 2; hourly rate negotiable. The position will require on average 5-10 hours/week. Our office is located in Missoula.

Please provide a letter explaining how your training and experience match the job description, a resume indicating your employment and educational history, and three references (phone numbers and e-mail addresses). Send those materials to brooke.beighle@humanitiesmontana.org. Applications will be reviewed starting July 8, 2019 and the position will remain open until filled. Go here for more information about Humanities Montana.

Contract Accountant responsibilities include:

- Overseeing all aspects of the accounts payables and receivables cash management process, including recording all expenses/preparing checks, entering credit card charges, recording all revenues/deposits, and reconciling bank statements and credit card accounts.
- Managing the full payroll process, including benefits administration.
- Performing the monthly financial statement “soft-close” process, and the fiscal year-end comprehensive close process, which includes (on a monthly basis):
  - Appropriately allocating overhead and other general organizational expenses to the program, fundraising, and management/administrative functional areas, and
  - Preparing monthly budget to actual variance analyses for distribution to board and staff.
- Properly administering and documenting donor/grantor restricted funds.
  - Maintaining accurate, timely, transparent, and complete auditable records to ensure the contract CFO has appropriate documentation and information for preparation of all financial reports, both internal and external, as well as the annual audit and IRS Form 990 information requests.
- Managing the accounting system/software.
- In partnership with the Consulting CFO:
  - Maintaining sufficient and appropriate internal controls, and
  - Assisting with the preparation of monthly and quarterly financial reports for management and Board of Directors, and more detailed reports for 3x per year board meetings.
- Other duties as negotiated.

**Our Mission**

Humanities Montana serves communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montanans’ diverse history, literature, and philosophy.

**Who We Are**

Humanities Montana is Montana’s state humanities council. Established in 1972, we are one of fifty-six councils across the nation that the National Endowment for the Humanities created in order to better infuse the humanities directly and effectively into public life.

For 47 years, Humanities Montana has helped strengthen communities through grants and special programs that reach into every corner of our state. We produce, fund, create, and support humanities-based projects and programs, eye-opening cultural experiences, and meaningful conversations. We connect people, inspire ideas, and deepen mutual understanding.