

<b>Full-/Part-Time</b>	Full-time / Hybrid
<b>Regular/Temporary</b>	Regular
<b>Exempt/Non-Exempt:</b>	Exempt
<b>Salary:</b>	\$60,000 to \$65,000 depending on experience
<b>Benefits:</b>	Health, dental, and vision insurance; life insurance; long-term disability insurance; retirement contribution (no wait period); generous vacation and paid sick leave policies; and a paid UM campus parking pass.
<b>Immediate supervisor:</b>	Executive director

*Humanities Montana is an Equal Opportunity Employer and actively seeks a diverse pool of candidates for this position.*

## Position Dynamics

- Do you believe that the humanities (history, literature, civic education, culture, languages, philosophy, etc.) can transform lives and build collaborative and inclusive communities?
- Do you have experience with federal compliance and nonprofit accounting practices?
- Would you like your talents, skills, and leadership to make a real difference at a vibrant, highly regarded statewide nonprofit?

*If so, Humanities Montana would love to welcome you to our team!*

## Position Description

The Fiscal Operations Manager is responsible for assuring that Humanities Montana meets the financial standards of the State of Montana and compliance with federal funding regulations and standards. The manager assists the Executive Director in developing a clear vision of the organization's mission and in translating this mission into achievable goals and objectives.

The Fiscal Operations Manager is also responsible for the administration of all fiscal management including accounts receivable and payable, payroll including benefits administration, revenue recognition and financial reporting demonstrating fiscal compliance with Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Code of Federal

Regulations 2 CFR Part 200. Maintains accurate, timely, transparent and complete auditable records for annual audit by an external CPA firm. Demonstrated proficiency in communication skills including business English, spelling, grammar, punctuation and composition. Demonstrated organizational, multitasking and time management skills with the ability to work on numerous projects simultaneously while meeting multiple reporting deadlines throughout the year.

## Essential Responsibilities:

### ORGANIZATIONAL GOALS AND ADMINISTRATION

- Responsible for fiscal management including preparation of operating budgets, program budgets, and short and long term fiscal planning as assigned by Executive Director.
- Act as HM's compliance officer.
- Prepare financial statements for HM's Annual Report and Tri-annual Board meetings. Attend all Finance/Audit Committee Meetings of the Board of Directors.
- Assist with fiscal management of subawards and programs.
- Prepare financial reports for grant funders.
- Maintain contractual agreements.
- Serve as liaison between CPA firm and Humanities Montana.
- Assist with fundraising.

### ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE

- Oversight of all aspects of the accounts payable and receivable cash management process.
- Record all expenses, revenue, and deposits.
- Prepare payable checks.
- Enter employee credit card charges and reimbursements.
- Accurately documenting donor or grantor restricted funds.
- Reconciliation of monthly or quarterly bank and credit card statements.
- Primary support for accounting software including installation and updates as required.
- Complete required financial reporting demonstrating fiscal compliance with Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Code of Federal Regulations 2 CFR Part 200.

### PAYROLL PROCESSING

- Process monthly payroll for all employees of Humanities Montana

- Ensure compliance with Federal and State pay regulations.
- Oversee benefits administration for organization.
- Timely depositing of Federal and State taxes, retirement and health savings account contributions.
- Issues W-2s and 1099s.

### OTHER DUTIES AS ASSIGNED

## Education and/or Equivalent Experience

- Bachelor's degree in accounting or related field and two (2) years of equivalent accounting experience or equivalent.
- Fundamental working knowledge of Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Code of Federal Regulations 2 CFR Part 200.
- CPA desired.

## Knowledge/Skills/Abilities

- **Economics and Accounting** — Knowledge of economic climate of the organization and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- **Analytical** — Demonstrated ability to research accounting guidelines most specifically 2 CFR 200, analyze the findings and draw conclusions to ensure Federal compliance.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Time Management** — Demonstrated ability to organize work schedule to ensure all fiscal work is complete and accurate to meet all Federal reporting deadlines.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Written and Oral Communications** — Demonstrated proficiency in written and oral

communication skills including business English, spelling, grammar, punctuation and composition. Must be able to interpret all financial information and effectively communicate the financials to a broad audience.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Computer/Technical** — Skilled in the operation of personal computers and related software (Excel and Word) with the ability to learn new programs. In addition, proficient use and ability to support QuickBooks software, as this is the accounting software used by the organization.
- **Project/Process Management** — Organizes the planning process. Develops detailed project schedules including tasks, accountabilities and deadlines. Anticipate problems that may impede work. Communicates changes and progress.
- **Accountability** — Responsible for individual contributions to accounting efforts and held responsible for deadlines, completion of project, and overall succeeding in the accounting role.

## Work environment

Humanities Montana offers the opportunity for new team members to contribute to an inclusive, welcoming, and vibrant team. We are a small organization with a big impact throughout the state, so that means our office environment is fast-paced with multiple overlapping deadlines and initiatives. As a humanities organization, we aim to bring our mission of transformative conversations and empathy-building storytelling to our work with each other as a team. The Fiscal Operations position is based in our offices in historic Brantly Hall on the University of Montana campus. Hybrid arrangements will be considered and must be approved by the Executive Director. Office hours are 9 am to 5 pm Monday through Friday with occasional evenings and weekend hours. HM offers a flexible working schedule to strive to balance the professional and personal needs of our staff with the mission of the organization.

## Application Process/Deadline

To apply, send a resume and cover letter explaining your interest in the position to [info@humanitiesmontana.org](mailto:info@humanitiesmontana.org). Finalists will be asked to submit references. All applications will be acknowledged within 24 business hours of receipt. Applications are requested by June 7th, 2024 but will be accepted until the position is filled. Early applications are encouraged. We invite you to

learn about Humanities Montana, our mission, and our grantmaking and programs through our website, [www.humanitiesmontana.org](http://www.humanitiesmontana.org), before applying. All applications must be in writing and will be treated confidentially.