



Opportunities, Inc.

JOB OPENING ANNOUNCEMENT – STAFF/ PUBLIC

January 18, 2024 - January 31, 2024, or until filled



Job Title: Fiscal Officer

Salary: Grade 11 Agency Wage Scale; Full Benefits; Annual Leave; Sick Leave; Holiday Pay

Overall Responsibilities:

1. The position of Fiscal Officer for the Agency is an administrative position directly responsible to the Executive Director. The primary responsibility of the Fiscal Officer is to maintain a system of financial management and internal controls that:
 - A. Assures the safe guarding of the Agency's assets;
 - B. Maintains the fiscal integrity of the Agency; and,
 - C. Maintains a General Ledger Accounting System based on Generally Accepted Accounting Principles.
 2. The Fiscal Officer is responsible for maintaining financial, accounting, and administrative services in order to meet all fiscal operating requirements of Opportunities, Inc., ensuring compliance with all applicable federal, state and agency policies.
 3. Under general direction, supervises accounting staff and performs a wide range of complex professional and accounting duties in the analysis, preparation, and maintenance of financial reports and records; makes complex and difficult accounting analysis and reports; and performs related duties as assigned.
-

Qualifications:

1. Bachelor's degree in Accounting or related field from four-year college or university and four to six years related experience and/or training in a nonprofit environment preferred. Knowledge base expected to be extensive in generally accepted accounting principles, procedures and practices with emphasis on the nonprofit industry. Reconciliation skills are necessary. Position requires ability to research and interpret guidance, regulation and laws. This individual must have supervisory experience.
 2. This position requires knowledge of generally accepted accounting principles for nonprofit entities, federal, state, local and private grant regulations, Title 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Knowledge of data processing as it relates to accounting systems. As applicable, an understanding of relevant federal, state, agency legislation, policies, and procedures.
 3. This position requires the ability to communicate financial data to non-financial personnel. Help others interpret financial reports, interpret grant and contract regulations and implement financial procedures to ensure compliance with the same. Maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions. Establish effective working relationships with fellow employees.
 4. Must be bondable.
 5. Strong organizational skills.
 6. Valid Montana Driver's License and insurable driving record.
 7. Must agree to a criminal background review.
-

An Opportunities, Inc. Employment Application, Cover Letter and Resume must be completed for consideration.

You may request a complete job description by calling 406-761-0310, or stop by 905 1st Ave. North, Great Falls, MT.

Applications accepted until 1:00 p.m. January 31, 2024 or until filled "EOE" M/F