ACCOUNTING MANAGER
POSITION ANNOUNCEMENT

Job Title: Accounting Manager
Supervisor: Operations Director
Compensation: $22.00 to $26.00 hourly (depending on experience); highly flexible schedule; generous benefits (health & dental; retirement; 24 vacation days, 15 holidays, and 12 sick leave days annually)
Classification: Part-time, three-quarter time, or full-time opportunities (flexible schedule)
Work Location: Helena preferred but will consider other Montana locations

This position has a flexible schedule. The Accounting Manager will be supported to create a schedule that works for them, such as a four-day workweek or limiting work to school hours etc. The final schedule will be established in consultation with the Operations Director.

About Wild Montana
Wild Montana unites and mobilizes communities to keep Montana wild. We believe that public lands contribute to our quality of life, and that we do our best work when we have time to enjoy them and live rich, full lives. We’re committed to keeping public lands wild, healthy, and accessible and ensuring that all people are welcome to enjoy and benefit from them.

Wild Montana is a financially healthy organization with a strong investment portfolio and consistent and dedicated support from grants, major donors, and members. We’re also a fixture of Outside Magazine’s top 50 places to work.

Summary of Position
The Accounting Manager will be responsible for the entire range of financial management from daily operations to high-level management and analysis. They will oversee the annual audit, develop and manage the annual budget, and manage all licensing and reporting requirements. This position will also provide financial reports to the organization’s Finance Committee and Board of Directors including forecasting and cash projection documents.

The Accounting Manager is responsible for the financial management of Wild Montana (a 501(c)(3)) and the Wild Montana Action Fund (“The Action Fund”, a 501(c)(4) organization). All duties and responsibilities below apply to both organizations except where stated otherwise.

Major Duties and Responsibilities:
Financial Management and Reporting
• Track, monitor, and report on financial information ensuring accurate and timely dissemination of useful financial reports for the organization as well as grants, projects, programs, and chapters.
• Plan for the annual audit and preparation/completion of IRS forms and tax documentation ensuring accurate information is provided.
• Work with staff to develop the annual budget and manage the process through final budget approval.
• Provide oversight and monitor appropriate cash flow and internal control procedures.
• Conduct financial analysis for managerial decision making
• Staff the Board finance committee providing regular review and analysis of income, expenses, overruns, and other financial issues.
• Ensure that sound accounting and bookkeeping procedures are in place and followed.

Accounting Functions
• Manage payroll and accompanying benefits and tax liabilities
• Provide all necessary IRS forms and reports related to payroll taxes
• Manage accounts receivable and record deposits
• Manage accounts payable and pay approved bills
• Reconcile all accounts, including those of the chapters and investments
• Maintain fixed asset and depreciation schedule
• Make required journal entries
• Gather allocation information and apply to expenses

Lobbying and Election Reporting
• Track staff time and expenses spent on grassroots and direct lobbying
• Prepare state lobbying reports
• Track and report to state and federal election offices qualified election expenses for the Action Fund and any associated Political Action Committees

QUALIFICATIONS AND REQUIREMENTS:
• Bachelor’s degree in accounting or related field
• Two to three years of experience in accounting/bookkeeping, including responsibility for payroll, accounts receivable, accounts payable, budgeting, grant reporting, financial statement preparation
• Demonstrated competency with QuickBooks and Excel
• Proven ability to perform the major duties and responsibilities listed above
• Committed to building strong relationships
• Time management skills and an ability to work under deadlines
• Commitment to diversity, equity, inclusion, and justice
• Valid United States driver’s license
• Background check required
Hiring Timeline
Applications will be accepted through October 15, 2021, or until the position is filled. Interviews will be held in October/November with the goal of job placement in early December 2021.

How to apply
Please send a resume and cover letter to Wild Montana’s Operations Director, Laura Parr, at lparr@wildmontana.org. Cover letters should describe pertinent professional and personal experiences. If you have questions or would like to visit about this opportunity, call Laura Parr at (406) 312-8740.

Wild Montana is an equal opportunity employer committed to diversity, equity, inclusion, and justice. We work to ensure against discrimination in employment, recruitment, compensation, promotions, and other conditions of employment against any employee or job applicant based on identity, including but not limited to: race, ethnicity, sexual orientation, gender, gender identity, genetic information, parental status, marital status, national origin, age, pregnancy, religion, disability and/or veteran’s status. Applicants of all identities are encouraged to apply.