

Controller

Join our internationally accredited Economic Development Team!

Big Sky Economic Development is looking for a Controller to manage the Big Sky Economic Development Authority and Big Sky Economic Development Corporation accounting and financial reporting functions.

In this job, you would be responsible for:

- Managing the accounting and financial reporting activities of Big Sky Economic Development Authority and Big Sky Economic Development Corporation
- Preparing financial reports including revenue and expenditure reports, balance sheets, bank reconciliations and budget reports
- Serving as a liaison with sponsoring agencies to assure compliance with federal, state and local regulator's requirements
- Applying the requirements under 2 CFR § 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements"
- Planning, developing, organizing, implementing, directing and evaluating the organization's fiscal function and performance
- Developing the organizational budget
- Providing analysis and strategic financial input and leadership on decision making issues affecting the organization
- Processing payroll, accounts payable and accounts receivable

Please see the attached job description for a full summation of the roles and responsibilities of this position.

You're a good fit for this job if you have:

- A degree in accounting from an accredited four-year college or university
- Five (5) years experience in governmental or non-profit accounting
- Experience managing financial requirements for cooperative agreements and grants desired
- Audit experience preferred
- CPA preferred but not required
- Demonstrated financial management and analysis skills
- Budget development and management experience
- Excellent communication skills
- Strong technical capability
- Personal Effectiveness and time management skills
- A desire to be part of a highly collaborative and effective team

A combination of experience and education equivalent to the knowledge, skills and abilities necessary to perform the work at a high level will also be considered.

Other info you should know:

- This position reports to the Executive Director
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, retirement (PERS), life, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience
- This position is located in Billings, MT

How to Apply:

1. Fill out the attached employment application
2. Include a resume and cover letter
3. Submit application materials via email to Becky@bigskyeda.org

**APPLICATION OPEN UNTIL POSITION IS FILLED
FIRST REVIEW BEGINS 08/05/2019**



BIG SKY ECONOMIC DEVELOPMENT

222 North 32nd Street, Billings, Montana 59101
(406) 256-6871

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

APPLICANTS: In order to be considered for employment, this application must be completed entirely. Please remember to read and sign the last page.

Today's Date: _____ Position Applying For: _____

Where did you hear about this opening: _____

Name in Full: _____
Last First Middle

Address: _____
Number & Street City State Zip Code

Phone Number: _____ Email: _____

List other names, if any, used on employment or education records:

EDUCATION

	Name of School	Location (City/State)	Last Year Completed	Major & Degree
High School			9 10 11 12	
College			1 2 3 4	
College			1 2 3 4	
College			1 2 3 4	
Business or Trade School			1 2 3 4	

EMPLOYMENT HISTORY

This section must be completed entirely. Please do not write, "see resume." List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Describe each job separately, emphasizing your specific tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional pages can be added.

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary(optional): _____ Full Time () Part Time () Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

Reason For Leaving:

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary (optional): _____ Full Time () Part Time () Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

Reason For Leaving:

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary (optional): _____ Full Time () Part Time () Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

Reason For Leaving:

ADDITIONAL INFORMATION

Professional Memberships & Affiliations:

Professional & Trade Licenses:

Have you ever been employed by this company before? When? In What Job?

Do you have a relative working for this company? Yes ___ No ___

If yes, please explain. This will not exclude you from hire:

Have you ever been convicted of a felony? Yes ___ No ___

If yes, please explain. This may not necessarily exclude you from hire:

REFERENCES

Please provide the details of three **professional** references of your previous employers.

Name	Telephone	Occupation	Years Known
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Name	Telephone	Occupation	Years Known
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Name	Telephone	Occupation	Years Known
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READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE THE APPLICATION:

I certify that all information I have provided in order to apply for and secure work with BIG SKY ECONOMIC DEVELOPMENT is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application or immediately discharge me from BIG SKY ECONOMIC DEVELOPMENT'S service, whenever it is discovered.

I expressly authorize BIG SKY ECONOMIC DEVELOPMENT and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding BIG SKY ECONOMIC DEVELOPMENT or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that BIG SKY ECONOMIC DEVELOPMENT does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for Employment does not guarantee that BIG SKY ECONOMIC DEVELOPMENT has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: _____ Signature: _____

Job Description	
CONTROLLER	
Reports To: Executive Director	FLSA Status: Exempt
Position Status: Regular, Full-time	Revision Date: July 2019

Summary

The Controller manages Big Sky Economic Development Authority's and Big Sky Economic Development Corporation's accounting and financial reporting functions. Specific duties include periodic budgeting, payroll, accounts payable, accounts receivable, financial statement preparation, state regulatory reporting, and finance and accounting support for specific development projects. This position is responsible for establishing financial policies, procedures, controls and reporting systems. It ensures legal and regulatory compliance for all accounting and financial reporting functions. This position serves as an accounting department of one and performs all aspects of accounting and financial reporting. All work is performed under the general direction of the Executive Director.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Ledger Management

1. Manages the accounting and financial reporting activities of Big Sky Economic Development Authority and Big Sky Economic Development Corporation including monthly, quarterly and annual financial statements, budget reports and other financial activities.
2. Prepares financial reports including revenue and expenditure reports, balance sheets, bank reconciliations and budget reports.
3. Works closely with the Executive Director and BSED staff regarding financial reporting requirements.
4. Serves as a liaison with sponsoring agencies to assure compliance with federal, state and local regulator's requirements.
5. Maintains the QuickBooks accounting system.
6. Processes payroll, accounts payable and accounts receivable.
7. Maintains payroll data on full-time, part-time and temporary employees including total hours, changes in name or address, salary changes, exemptions, insurance and retirement.
8. Calculates and pays state taxes, monthly federal taxes, medical premiums, and retirement withholding.
9. Responsible for cash management and prepares bank deposits.

Federal and State Funds Administration and Compliance

1. Responsible for managing the financial requirements for cooperative agreements and grants.
2. Applies the requirements under 2 CFR § 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements”.
3. Prepares biennial Indirect Cost Rate Proposal.
4. Determine allowability of charges incurred under reimbursable federal and state awards.
5. Maintain documentation for charges to federal and state awards.
6. Assist/prepare reimbursement requests for federal and state awards.

Fiscal Stewardship

1. Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
2. Participate in the development of the organization's plans and programs as a strategic partner.
3. Develops the organizational budget in conjunction with the Operations Director and under the direction of the Executive Director.
4. Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
5. Develop credibility by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Director, the Board and other Program Directors and Managers in performing their responsibilities.
6. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization and provide proper preventative and monitoring control measures.
7. Establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to financial challenges.
8. Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
9. Effectively communicate and collaborate with the BSED team and community stakeholders to deliver accurate and timely financial information.
10. Provide analysis and strategic financial input and leadership on decision making issues affecting the organization.
11. Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
12. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
13. Be an advisor from the financial perspective on any contracts into which the organization may enter.
14. Performs other duties as assigned by the Executive Director

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform job duties at a high level.

1. Financial Management and Analysis – knowledge of current governmental and non-profit GAAP accounting theory, principles, and practices. Ability to analyze results, monitor variances, identify trends, consider strategic initiatives, and bring recommendations to management to improve financial status.
2. Budget Development/Management - knowledge of budgetary development practices, accounting, and reporting systems.
3. Ethical Conduct – ability to demonstrate high ethical standards and personal integrity.
4. Grants and Agreements Administration - strong knowledge of Federal Agency Regulations for Grants and Agreements and ability to ensure organizational compliance.
5. Communication Skills— Knowledge of the structure and content of the English language including rules of composition, proper grammar, and professional etiquette. Ability to clearly and concisely communicate technical financial information verbally and in writing to internal and external audiences of varied financial understanding.
6. Personal Effectiveness - ability to strategically utilize time and resources to manage priorities, timelines, and deadlines under pressure, with accuracy, and to a high level of proficiency.
7. Technical Capability –Strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite, QuickBooks, and cloud-based software applications.
8. Team Relationships – ability to develop exceptional relationships in order to build trust and strengthen team collaboration. Ability to effectively align within a collaborative effort to achieve common goals and outcomes. Ability to recognize and discern emotions to guide thinking and behavior to adapt to dynamic environments and collaborative teams.
9. Adaptability – ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a degree in accounting
- Five (5) years experience in governmental or non-profit accounting work.
- Experience managing financial requirements for cooperative agreements and grants desired.
- Audit experience preferred.
- CPA preferred but not required.
- A combination of experience and education equivalent to the knowledge, skills and abilities necessary to perform the work at a high level will be considered.

Job Requirements

Additional job requirements include:

1. This job requires work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving may be required; must be able to operate a motor vehicle and have a valid driver's license.
2. This is a full-time, salaried, exempt position. Office hours are generally 8 a.m. until 5 p.m. with occasional early morning, lunch hour, or evening and weekend work required.
3. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meeting or project sites.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; speak (with clarity) and hear. The employee frequently is required to walk or move about and sit or stand for extended periods of time. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a normal office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.