

DISABILITY RIGHTS MONTANA

POSITION OPENING

Director of Finance and Administration

Helena, Montana – Disability Rights Montana (DRM) is seeking a Director of Finance and Administration to provide leadership and direction on all fiscal and human resource operations undertaken by the agency. The Director of Finance and Administration provides direct supervision to the DRM Office Coordinator; manages all fiscal functions of the agency on a day-by-day basis; and is a member of DRM's Senior Management Team.

Agency Description: Disability Rights Montana (DRM) is a Montana non-profit organization with funding and authorization from the federal government to serve as the Protection and Advocacy system for individuals with disabilities in Montana. DRM pursues administrative, legal, and other appropriate remedies to ensure the protection of people with disabilities in Montana. Cases include special education, employment, housing discrimination, abuse, and neglect, right to treatment and freedom from harm. DRM pursues system change advocacy in addition to individual case advocacy.

DRM services to individuals with disabilities include information, referral, technical assistance, legal representation and investigation of abuse and neglect allegations. DRM also develops, publishes, and distributes advocacy materials, participates in advocacy training, and monitors, analyzes, and comments on regulations, plans, budgets, policies, or proposed legislation that may affect the rights of people with disabilities.

Duties and Knowledge: The candidate will be an individual with knowledge and understanding of generally accepted accounting principles, grant funding reimbursement requirements and various legal mandates related to the human resources function. This position will manage all fiscal operations and several human resource functions to assure conformance with professional standards, DRM policies, and compliance with all relevant federal grant requirements. Experience with applying and/or working with federal grants preferred. Duties include developing the annual operation and program budget for the agency; monitoring adherence to approved agency budgets; overseeing the agency account payable and payroll functions; preparing financial statements/reports on a monthly basis; assuming responsibility of the agency's cash management function; administering the agency's employee benefit programs on an on-going basis; managing annual external audit and 990 for organization; and maintaining personnel records, managing new hire orientation and employee separation tasks.

Qualifications: Bachelor's degree in accounting, finance, business, or related field required. Eight to 10 years' experience in accounting, at least four of which were in a senior financial management role. CPA license encouraged but not required. Experience working in a nonprofit setting preferred. Must be able to communicate complex financial information to non-finance audience. Experience working with MIP Fund Accounting software beneficial. Previous supervisory skills.

Excellent Benefits, including health, dental, vision, long term care, and life insurance, paid sick and annual leave, flexible spending account, and 403(b) retirement plan.

Qualified persons with disabilities and minorities are encouraged to apply.

Location of the Position: Helena, Montana

To Apply: Send cover letter and resume to Disability Rights Montana, 1022 Chestnut Street, Helena, MT 59601, fax: (406)449-2418, or email to kelli@disabilityrightsmt.org.

Position is open until filled. The scheduled start date for the successful candidate will be November 1, 2021.

Disability Rights Montana is an Equal Opportunity Employer.