

Position Vacancy

CLOSING DATE EXTENDED TO JULY 31, 2009

Position: BUDGET/ACCOUNTING ANALYST I
12-month position
Department: Business Services
Starting Salary: \$14.573 per hour
Union Affiliation: MPEA

Description:

Responsibilities include: perform technical/professional accounting work for the major fund groups used by the University, assist in the preparation of various financial reports, perform daily, monthly, quarterly and yearly reconciliation of subsidiary and state ledgers to the University's general ledger, prepare monthly and yearly accounting journals, manage fixed asset accounting, review and approve accounts payable payments, prepare various tax reports, prepare and input insurance information for the state, assist in the budget process, oversee grant and contract accounting, special projects as requested.

Educational Requirements:

Bachelors Degree in Accounting or closely related field

Desired Qualifications:

Demonstrated knowledge in accounting theory, principles and procedures, including accounting methods and budget practices, fund groups and a general knowledge of all other areas of accounting services, bank and other reconciliation process and procedures, demonstrated competence researching, compiling, analyzing and interpreting financial information and generating financial reports, demonstrated competence in the use of personal computers and related software (Excel, Word, Access), multiple databases and e-mail software packages, demonstrated competence organizing and prioritizing multiple work assignments, meeting deadlines and adapting to changing priorities while maintaining a positive, effective and professional approach, demonstrated competence performing tasks with a high degree of accuracy and close attention to detail, demonstrated competence developing and maintaining effective working relationships with a diverse range of personnel both internal and external to the organization, demonstrated ability exercising sound judgment and making consistent decisions while working independently and effectively under minimal supervision, the ability to consistently exercise initiative, the ability to maintain confidentiality.

Application Procedures:

To be considered for this position, please submit the following: 1) Letter of Application addressing the desired qualifications, 2) Completed and signed State of Montana Application for Employment (PD-25), 3) Names, addresses and telephone numbers of three references to:

Dorothy Seymour, Pay/Benefits Manager
University of Montana Western
Business Services
710 South Atlantic
Dillon, Montana 59725

Application deadline is **July 31, 2009**.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, Vietnam era veterans and persons and disabilities. Position eligible for veterans' preference in accordance with State law. Finalists for this position will be subject to a criminal background investigation. This position announcement can be made available in alternative formats upon request.