

Staff Vacancy Announcement

Budget Analyst I (Accountant)

Department: Business Services

Position: Full-time, 12-month position

Wage: \$16.50 - \$18.50 per hour (depending on experience), plus complete benefit package

Union Affiliation: MFPE

Posting Date: March 2021

Description

Responsibilities include:; performing technical/professional accounting work for the major fund groups used by the University; assist in the preparation of various journal entries and financial reports; prepare student refunds and reconciliations of Pell and Direct Loans; assist in the preparation of all budget reports, including unrestricted, designated, auxiliary, restricted and plant funds; manage procurements and budget expenditures; manage admissions and room deposits; manage fixed assets; organize fee schedules; backup for the head cashier; other duties as assigned.

Required Qualifications

A Bachelor's Degree in Accounting or Business Administration with course work in Accounting. Equivalent combination of education and work experience will be considered.

Preferred Qualifications

Demonstrated knowledge in accounting theory, principles and procedures, including accounting methods and budgeting practices, fund groups and a general knowledge of all other areas of accounting services. Demonstrated knowledge in reconciliation processes and procedures. Demonstrated competence in the use of personal computers and related software (Excel, Word, Access), multiple databases and e-mail software packages. Knowledge of Banner software is a plus. 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 judgement and making consistent decisions while working independently and effectively under minimal supervision; the ability to exercise initiative consistently; the ability to maintain confidentiality.

Application

To apply, please complete a State of Montana Job Application and a letter of application specifically addressing the qualifications and duties described above. Finalists for this position may be subject to a criminal background investigation. Also include the names, addresses, and phone numbers of three (3) professional references. Submit application materials to:

Patti Lake
Personnel Officer
Administration and Finance
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
patricia.lake@umwestern.edu

Questions regarding this position should be directed to Debi Richardson via email @ debra.richardson1@umwestern.edu or by calling 406-683-7530.

Review of applications will begin immediately, however the position will remain open until filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.