



An invitation to apply for the position of  
**Finance Officer**  
**\$ 18.00 - 22.00/hour D.O.Q**  
 Plus Excellent Benefits  
 Estimated Employment Start: JUNE 2019

## Stevensville, Montana

Committed to Community, Dedicated to Progress

Nestled in the Bitterroot Valley between the Sapphire & Bitterroot Mountains, Stevensville, Montana, is a thriving and growing community with a small-town charm. Stevensville's affordable housing, growing downtown, and high achieving K-12 public schools, make it a choice destination for families and working professionals alike. Those who crave the outdoors will appreciate Stevensville's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Stevensville is centered between Missoula, Montana's 2nd Largest City offering a diverse culture and recreational opportunities for everyone, and Hamilton the Ravalli County Seat all within a short drive. Stevensville is a fantastic place to put down roots.

### Nature of Work:

The Finance Officer is a full-time support position to the Mayor and is responsible for the financial operations of the municipality including accounting, asset management, risk management and budget administration. The Finance Officer is also responsible for human resource functions, payroll and coordinating employee benefits.

### General Functions:

- Establish and maintain policies and procedures for daily finance operations.
- Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

- Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.
- Manage the operations of the Town's finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.
- Assist in the administration of retirement and fringe benefit programs; determine payroll tax treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.
- Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits
- Fulfills the duties of the Human Resource Representative found in the position description.

### Requirements of Work:

- Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.
- Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.

- Knowledge of office automation software, such as word processing, spreadsheet, and database programs.
- Skill in operating a computer terminal using a standard typewriter-style keyboard and related modern office equipment, such as printers and facsimile machines.
- Ability to learn rapidly the policies, procedures, and activities of the department.
- Ability to maintain complex records and prepare reports there from.
- Ability to perform difficult clerical work with little supervision
- Ability to establish and maintain effective public and working relationships.
- Ability to multi task, prioritize tasks, and work with many distractions.
- Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.

### **Working Conditions and Physical Demands:**

Work is performed in a normal office environment with little exposure to outside elements and is sedentary in nature. Duties require the incumbent speak well enough to converse in person and on the telephone. While performing the essential functions of the position, the incumbent is regularly required to walk, stand, bend and sit; use of hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms, above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push and pull objects. The incumbent must occasionally lift and/or move up to 25 pounds.

### **Minimum Qualifications:**

Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.

Five years of progressively responsible governmental accounting and finance experience with four years management experience.

Master's degree in accounting, financial management, public administration or related field preferred.

### **Behavioral Standards:**

Respectful, courteous, and friendly to customers, other Town employees, and Town leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other Town employees. Gets along with co-workers and managers. Positively represents the Town, maintaining the trust Town residents have placed in each of us. Demonstrates honest and ethical behaviors.

### **Special Requirements:**

Must possess a valid State of Montana driver's license and be able to satisfactorily pass a comprehensive background investigation. No felony convictions or disqualifying criminal histories in the past seven (7) years.

### **To Apply:**

To apply, please send a cover letter, resume, application and 3 letters of recommendation to The Mayor's Office, PO Box 30, Stevensville, MT 59870 or [brandon@townofstevensville.com](mailto:brandon@townofstevensville.com) Fax: (406) 777-4284

**Your résumé, cover letter, and application must be received for your application to be complete.**

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL MAY 31, 2019 AT 5:00pm.**

**The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.**

**The Town of Stevensville is proud to be an Equal Opportunity / Veteran's Preference Employer**

**Learn more about the Town of Stevensville at [www.townofstevensville.com](http://www.townofstevensville.com)**

