

**DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT**

Position: Director of Finance
Schedule: 40 hrs./wk.: Monday-Friday (between 8:30 a.m. to 5:00 p.m.)
Compensation: \$85,000-\$100,000/year, DOE. Excellent benefit package that includes health, vision, dental, 9.07% retirement contribution, holiday, vacation, sick time, etc.
Opening Date: June 17, 2025
Closing Date: Position is open until filled.

General Purpose:

This position oversees all company financial activities to ensure HRC remains in a strong financial position, is responsible for developing processes and controls to prevent fraud, develops and monitors the control systems designed to preserve company assets and reports accurate financial results, and reviews reports for their conformity with projections agency wide. This position supervises the fiscal department staff, giving direction and delivering periodic evaluations.

Education and Experience:

Bachelor's degree, CPA license or equivalent experience. Financial skills including forecasting, non-profit accounting, budgeting, evaluation, etc. Communication Technical capacity. Proficiency and Leadership Skills. Ethical conduct. Problem solving & Analysis. Ability to meet multiple deadlines in a timely matter.

Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

Necessary Knowledge, Skills, and Abilities:

Required minimum qualification levels, duties, and responsibilities of this position as well as the necessary knowledge, skills and abilities are detailed in the job description included in the application packet.

APPLICATION PROCESS:

1. Apply online by going to the HRC website at www.humanresourcecouncil.org under Careers.
2. Request an application packet to be mailed or emailed to you by contacting Lina at lina@hrcxi.org.
3. Pick up an application from our main office at 1801 S. Higgins Ave, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.