



LIBRARY & ARCHIVES
MUSEUM
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PUBLICATIONS
STATE HISTORIC PRESERVATION OFFICE

Fiscal Officer / Accounting Supervisor Job Announcement

Do you want to go to work every day in an amazing building that displays Montana's history?

Do you want to join an agency full of committed, inspired individuals?

Do you want to lead a wonderful, dedicated team of accounting professionals who support the finance, budget and accounting operations of an agency dedicated to preserving and sharing Montana's history?

If you answered yes to any of these questions, then the Montana Historical Society (MTHS) might be the perfect place for you! MTHS offers a unique workplace for its employees. It's filled with friendly and creative staff members who work together to offer the public exciting and innovative ways to experience Montana's history.

MTHS has an opening for a full time Accounting Supervisor. The Finance & Accounting office is one of six sections within the Administration Program of MTHS. Under the direction of the Administrator, this position serves as the agency's Fiscal Officer and leads the planning and administration of MTHS's budgeting, fiscal operations, accounts processing, grants, loans and other program functions. The Accounting Supervisor develops the agency budget with the Administrator and maintains and monitors the budget using knowledge of concepts and theories of budgeting, internal and state budgetary processes, and has programmatic and fiscal understanding of federal and state programs.

The ideal candidate is a motivated, energetic team member who loves accounting, enjoys supporting MTHS's programs with valuable fiscal analysis and tracking, embraces the position's role in leading an accounting department of 3.68 full-time accountants, and is excited to direct the behind-the-scenes accounting efforts that support the Montana Heritage Center opening in November 2025 and ongoing operations. Having great time management skills, along with a welcoming and friendly attitude, is important to this position.

Salary: Exempt position with annual salary of \$84,282. Salary will increase by 2.5%, or \$1.01 per hour, starting July 1, 2025, in accordance with HB13.

Benefits: Health Insurance, Paid Leave & Holidays, Retirement Plan

Other: The Accounting Supervisor role is 40 hour-a-week position, Monday through Friday. This position is not eligible for telework. Fluctuation in workload may require more than a 40-hour work week, and work during legislative sessions or during time-sensitive projects may be stressful. This is a professional, exempt position. MTHS's goal is to build a culturally inclusive team. Diverse candidates are encouraged to apply.

Come join us at the MTHS where we work together to share Montana's stories and inspire exploration!

To apply, the following documents must be submitted online at <https://statecareers.mt.gov> for the job Accounting Supervisor - (25141066) to be considered for this position (be sure to mark each attachment as relevant):

- **Cover Letter**
- **Resume**
- **State of Montana Application (online)**

Responsibilities include:

- Maintains MTHS's financial systems, including establishing and implementing MTHS's accounting policies, internal controls and procedures.
- Leads efforts to comply with State and federal policies and procedures.
- Makes decisions related to financial activity in various funds.
- Prepares, processes and/or approves all financial documents using generally accepted accounting principles (GAAP), governmental accounting standard board principles (GASB) and in accordance with the Montana Operations Manual (MOM) and MTHS procedures.
- Executes and oversees typical accounting functions of MTHS's general ledger, including revenue, expenses, cash and investments, accounts receivable, pledge receivables, accounts payable, grants management, and fixed asset management.
- Prepares quarterly financial reports for Board of Trustees.
- Establishes, completes and maintains MTHS's budgeting software and budget change documents.
- Assists the Administrator and Director with legislative reporting requests during interim and legislative sessions.
- Supervises and leads the accounting team.
- Directs accounting team efforts to align with the Administration Program and MTHS operational and strategic goals.

Skills:

- Thorough knowledge of generally accepted accounting principles (GAAP), government accounting standard board (GASB) principles, and business and governmental accounting theories
- Comprehensive understanding of how to utilize and apply accounting practices and methods
- Ability to perform complex accounting transactions and analyze and interpret financial and accounting records
- Strong leadership and management skills to supervise accounting staff
- Extensive experience with Microsoft programs, including outstanding Excel skills
- Ability to comprehend, interpret and apply a variety of laws and regulations in a consistent and appropriate manner
- In-depth accounting database and analytical skills
- Self-starter, utilizes problem solving skills, and can multitask
- Excellent written and verbal communication skills
- Skilled at maintaining effective working relationships with employees, other state agencies and the public

Qualifications:

Education and Experience

Bachelor's degree with a major in accounting or related field is required.

A minimum of five years of progressively responsible accounting experience.

A minimum of two years' experience of supervising accounting staff.

Equivalent combination of education and experience will be considered.

Preferred Experience

Experience in governmental accounting, and knowledge of IBARS and SABHRS is preferred.

Posting Date: May 6, 2025

Closing Date (based on your computer's time zone): May 27, 2025, 11:59:00 PM