

## **Position Opening – Executive Secretary/Director of Finance**

### **Summary**

Position requires a broad skill set and encompasses a range of responsibilities that support the organizational goals of the Montana Farm Bureau Federation. This position serves as Executive Secretary and Director of Finance to the Montana Farm Bureau Federation (MFBF) board of directors and the Executive Secretary and Treasurer for the Montana Farm Bureau Foundation (MFBFo). The position is responsible for financial activities such as accounts payable, receivable, budget preparation, payroll administration, financial statements and investments of the organization. Responsibilities also include human resource advisement to the Executive Vice President (EVP) and fiscal responsibilities for organization affiliates.

### **Location**

The position is located at the MFBF office in Bozeman, MT and is a permanent, full-time salaried position.

### **Primary Job Responsibilities**

- Accountable for the financial day-to-day operations of the organization.
- Prepare timely and accurate financial reports, including balance sheets, budget to actual income statements and bank reconciliations.
- Develop and monitor and analyze budgets to assist the EVP and board in performing their responsibilities and ensure fiscal compliance and transparency.
- Oversee cash flow, ensuring sufficient funds are available for operations and forecast financial needs to support the EVP in meeting the organization's mission and strategic goals.
- Develop, implement and direct financial policies, governance and procedures of the organization, including advising operations staff on financial duties.
- Work closely with employee benefits administrator to manage various benefit packages.
- Identify, evaluate, and mitigate financial risks, including development and implementation of internal controls.
- Prepare all year-end schedules and work closely with the review/audit accounting firm, ensuring compliance with relevant regulations and standards.
- Provide financial data and oversee preparation and filing of tax returns for MFBF, MFBFo, the Farm Bureau Condo Association and the county Farm Bureau group return.
- Advise county Farm Bureaus on tax and governance documents and reporting.
- Manage accounts payable and accounts receivable for the MFBF PAC and prepare required state reports.
- Manage accounts payable and accounts receivable for the MFB Foundation and work closely with Foundation staff on financial records.
- File, maintain and retrieve corporate documents, records, and reports in accordance with a document retention schedule.
- Ensure proper notice is given to all board members and staff of upcoming board meetings.
- Ensure all relevant information is disseminated to board members in a timely manner, including agendas, meeting materials, and updates.

- Take accurate minutes of board meetings, ensuring they reflect the decisions and actions taken by the board of directors and distribute them to the board and appropriate stakeholders.
- Keep track of board member terms, ensuring proper transitions and ensuring compliance with term limits.
- Assist in orienting new board members, ensuring they understand their roles, responsibilities, and duty for compliance with relevant laws, regulations, and policies.

### **Knowledge, Skill, and Abilities**

- A bachelor's degree in accounting, finance, or a related field, or equivalent experience is required.
- Proficiency in QuickBooks accounting and Microsoft Office Suite software is essential.
- Knowledge and understanding of the mission, goals and organization of Farm Bureau is preferred but not required.
- Knowledge of agriculture is preferred but not required.
- Ability to handle sensitive and confidential personnel and organizational information with professionalism and discretion.
- Possess strong analytical skills to identify and resolve financial discrepancies, interpret financial data, and make sound financial decisions.
- Able to communicate complex financial information clearly and concisely, both verbally and in writing.
- Accuracy and attention to detail are critical in accounting for the organization.
- Organized and able to manage large amounts of financial data.
- An understanding of Generally Accepted Accounting Principles (GAAP) and other accounting standards is essential. Ability to keep up to date on ever-changing standards.
- A good understanding of non-profit business operations and financial trends is valuable.

### **Work Environment**

- MFBF fosters a supportive, fun and creative work environment. Employees are encouraged to utilize their own talents, experience and expertise to grow and develop programs and projects in their purview.
- Work is primarily independent, but must be able to work in a creative, collaborative style with other staff and often be willing to provide input, effort and time into projects and tasks as a group.

### **Compensation**

Montana Farm Bureau offers a comprehensive benefits package. Salary DOE.

### **Contact**

For more information or to submit a resume contact: Scott Kulbeck, Executive Vice President, [scottk@mfbf.org](mailto:scottk@mfbf.org) with a copy to Diana Bailey, Executive Secretary/CFO, [dianab@mfbf.org](mailto:dianab@mfbf.org).

***Position closes May 15, 2025***