



POWERED BY



SENIOR FINANCIAL OFFICER

Are you a financial mastermind who loves driving organizational initiatives through savvy financial management?

Are you looking to find more purpose in your work and be part of an amazing, dedicated team?

Join our team! Exciting changes are underway for the Big Sky Economic Development team. We just moved into our new location in the heart of downtown Billings, right under Skypoint. This new location will launch the opening of the Rock31 Entrepreneur Center as well as host all eight of BSED programs. Big Sky Economic Development is a comprehensive economic development organization functioning under a public-private partnership model with local, regional and statewide financial impacts.

Big Sky Economic Development is looking to add a highly skilled, highly effective Senior Financial Officer to our team. This position will manage Big Sky Economic Development Authority's and Big Sky Economic Development Corporation's accounting and financial reporting functions.

In this job, you would be responsible for:

- Serving as an accounting department of one and performing all aspects of accounting and financial reporting.
- Fiscal stewardship for the organization, including planning, developing, organizing, implementing, directing and evaluating the organization's fiscal function and performance.
- Providing strategic program analysis, guidance and support for BSED lending transactions.
- Periodic budgeting, payroll, accounts payable, accounts receivable, financial statement preparation, state regulatory reporting, and finance and accounting support for specific development projects.
- Budget development and management to support the comprehensive mission of the organization.
- Calculation and payment of state taxes, monthly federal taxes, medical premiums, and retirement withholding and preparation and submission of quarterly payroll reports, W-2s, and 1099's.
- Preparation of bank deposits, cash management and credit card reconciliation.

- Management of the financial requirements for cooperative agreements and grants.
- Effective communication and collaboration with the BSED team, Boards of Directors and community stakeholders to deliver accurate and timely financial information.
- Performing analysis and providing strategic financial input and leadership on matters affecting the organization.

You're a good fit for this job if you have:

- Graduated from an accredited four-year college or university with a degree in accounting. (CPA preferred, but not required.)
- At least five years of accounting experience in government and/or nonprofit organizations.
- Experience managing financial requirements for cooperative agreements and grants preferred.
- Knowledge of current governmental and non-profit GAAP accounting theory, principles, and practices.
- Knowledge of financing and lending tools, structures and transactions and ability to provide strategic analysis and support to BSED's lending program.
- ability to demonstrate high ethical standards and personal integrity.
- Audit experience preferred.
- Strong oral and written communication skills.
- Excellent personal effectiveness and time management skills.
- A combination of experience and education equivalent to the knowledge, skills and abilities necessary to perform the work at a high level will be considered.

A full job description will be made available during the interview process.

Other info you should know:

- This position reports to the Executive Director.
- This job requires work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving may be required; must be able to operate a motor vehicle and have a valid driver's license.
- This is a full-time, exempt (salary) position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.
- The position is located in Billings, Montana.

How to Apply:

1. Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to Careers@bigskyeda.org

**THIS IS AN IMMEDIATE OPENING AND LOOKING TO BE FILLED ASAP.
APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

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