VACANCY ANNOUNCEMENT

Montana University System
Office of the Commissioner of Higher Education
560 North Park Avenue / P.O. Box 203201 / Helena, MT 59620-3201

Job Title: Accounting Specialist
Position #: 51200012
Location: Helena, Montana
Wage: $25.00 to $28.00 per hour dependent upon qualifications and experience
Status: Full-time

The Office of the Commissioner of Higher Education in the Montana University System (MUS) invites applications for the position of Accounting Specialist.

The MUS is the state-supported system of higher education in Montana governed by the Board of Regents and administered by the Commissioner of Higher Education. The MUS enrolls more than 40,000 students at 16 public universities and colleges in one of the most beautiful and geographically diverse states in the nation.

The position is a full-time classified staff position covered by the MUS Staff Compensation Plan. MUS staff are eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays and retirement program) in accordance with state law. MUS employees are eligible to use certain college tuition waivers in accordance with Board of Regents policy.

Description of Work Unit: The Accounting Specialist reports to the Accounting Manager within the Budget, Administration, and Planning Unit of the Office of Commissioner of Higher Education.

Duties and Responsibilities: The typical duties and responsibilities for the Accounting Specialist position include but are not limited to:

Administers payroll and initiates onboarding processes for the Office of the Commissioner of Higher Education with approximately 55 employees.

Administers agency Procard and travel reimbursements, including processing of transactions ensuring compliance with state, federal and agency requirements.

Administers daily accounting functions for the agency including Accounts Payable, Accounts Receivable, General Ledger and electronic document processing.
Works with MUS Benefits to ensure accuracy of benefits calculations and reconciles information between SABHRS and the MUS benefits system.

Responsible for the completion of 1099 processes.

**Qualifications**
- Knowledge of governmental accounting and accounting concepts with the ability to apply proper accounting principles.
- Proficient in the use of software applications including spreadsheets, word processing, DocuSign, and database management. The knowledge and ability to develop and maintain spreadsheets.
- Ability to establish and maintain effective working relationships with agency staff, vendors and other state and federal agencies.
- Ability to prioritize workload and work, work on multiple tasks and meet deadlines.
- Organized, self-motivated and capable of working independently. Ability to research federal and state regulations and standards; apply these regulations and standards
- Ability to work effectively as a member of a team.
- Excellent customer service skills.
- Extensive skills in reconciling accounts, identifying and resolving errors and discrepancies, managing multiple projects under inflexible deadlines, written and verbal communications, interpreting laws and regulations, general office software (e.g., Word, Excel, etc.), and specialized system applications (e.g., SABHRS).

**Required Education and Experience**
- An associate degree in accounting, business, or related field with two years of relevant experience or a bachelor’s degree in accounting, or business with one year of relevant experience. Other combinations of education and experience will be considered.
- Experience with SABHRS and State of Montana payroll processes preferred.

**Application Requirements and Deadlines:**
Application requirements consist of items one through four below:
1. a letter of interest relating the applicant’s experience and qualifications to the position;
2. a resume;
3. a list of three professional references with contact information; and
4. a completed State of Montana employment application.

Online submission is preferred at: http://statecareers.mt.gov/. Applicants may also submit materials to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201.

The position is open until filled. Candidates should submit required application materials by **5:00 p.m. on Tuesday, October 5, 2021**, to be considered in an initial screening of applications. The position is eligible for veterans’ preference in accordance with state statute. Approval will be obtained before contacting the candidates’ current employer.
Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

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