

**POSITION DESCRIPTION
NEIGHBORWORKS GREAT FALLS
STAFF ACCOUNTANT**

NeighborWorks Great Falls is seeking a full time **Staff Accountant**.

Minimum Qualifications: Education: 4-Year Degree (BA/BS) in accounting, business or related field [the equivalent years-experience in a position with related duties may be considered in lieu of degree]. Must have a minimum of two years' experience in a position with related duties. Excellent communication skills, both verbally and written. Extensive experience in Microsoft Office Suite software (Excel, Word, Outlook, etc.). Experience with accounting software is required. Skilled with interpreting financial data to prepare complete and accurate reports. Must be detail oriented, highly organized and efficiently manage time. This position will be responsible for direct supervision of one technician.

Preferred qualifications:

1-2 years' experience supervising employee(s) is preferred
Experience with operating QuickBooks software is preferred.
Experience in grant accounting and compliance

Salary is \$42,000-\$52,000 and depends on experience. Resumes will be reviewed starting Monday, July 16th. Please send your cover letter, resume and 3 references with contact information to info@nwgf.org. You can also visit <http://nwgf.org/Careers>