**Job Description: April 2025**

***LIFTT - Living Independently for Today and Tomorrow****is committed to empowering persons with disabilities and the aging to live freely and equally in Southeastern Montana by providing independent living services that reduce societal barriers.*

**Title: Finance & Human Resources Manager (FHRM)**

**Reports to: LIFTT Executive Director**

**Location: Billings, MT**

**Status: EXEMPT.** An exempt employee does not receive overtime pay or qualify for minimum wage. Exempt employees are paid a salary rather than by the hour.

**GENERAL JOB DESCRIPTION:**

As a member of the LIFTT Administrative Team, the FHRM primarily supports the following areas: financial, human resources, digital and physical infrastructure. This position will report directly to the Executive Director. The FHRM is responsible for promoting consumer-directed services to persons with disabilities within LIFTT’s eighteen (18) county service area and shall focus her/his, work on the spirit and intent of the independent living philosophy.

**LIFTT SEEKS THE FOLLOWING QUALIFICATIONS:**

* Minimum of a bachelor’s degree in accounting/ bookkeeping.
* 5-10 years’ experience.
* **A CPA is strongly preferred**.
* Experience with technology-based financial systems, online banking, ACH, DocuSign, Adobe Sign, online bill pay, QuickBooks (QB), email, Microsoft Suite, Microsoft Teams, Zoom, and Google Meet.
* **QB experience is essential for the job.**Please do not apply if you do not have QB experience.
* Knowledge of accounting procedures and nonprofit grant management preferred (General Fund, Part B, and Part C Grants Administration).
* Excellent oral and written communication skills as well as excellent interpersonal and organizational skills
* Ability to work individually.
* Team player.
* A personal experience with a disability as recognized by the ADA or experience providing direct services to individuals with disabilities or disability-related issues.
* Persons with disabilities and all minorities are encouraged to apply.
* Knowledge of Disability Rights or will learn.
* Knowledge of Independent Living Philosophy or will learn.
* Valid driver’s license.
* Pass a criminal background check.
* Pass a credit history check.
* Demonstrate skill in office-related work required.
* Knowledge and experience of human resources files, reporting, procedures, payroll processing, fringe benefits, and software are also essential for the job.

**ESSENTIAL JOB FUNCTIONS**:

* Integrity, honesty, and transparency.
* Employ professional judgment and continue professional development.
* Participate in staff meetings, work groups, and committees.
* Identify and participate in training to advance knowledge and skills.
* Participate in other training, activities, committees, or special projects as directed by the Executive Director.
* Perform all accounting procedures in an accurate and timely process.
* With oversight, assist with entering financial information into the accounting program, consolidating vendor items, and printing checks.
* Oversight of payroll.
* Assist with incoming coding accounts payable to the proper cost allocations and forwarding to the Executive Director for review.
* Assist with maintaining vendor files and chart of accounts
* Ensure that all components of payroll-related activities are completed in an accurate and timely manner.
* Responsible for entering payroll information into the accounting program, ledger sheets and printing payroll checks as needed. Processing payroll electronically.
* Assist with maintaining accurate records filing for both PCA and LIFTT internal staff.
* Provide support for PCA payroll to PCA Department biweekly.

**Human Resources Responsibilities**:

* Responsible for completing forms for Human Resources; requirements including, but not limited to, OPA, unemployment verification, and Social Security Administration reporting.
* Enforce Personnel Policies and Procedures.
* According to Personnel Policy, control accrual and use of Personal Time Off (PTO).
* Maintain and ensure Medicaid Personal Care Assistants - PCAs applications/personnel files are current and include the correct documentation.
* Maintain employee personnel files as required for I-9 and W-4 documentation.
* Assist Executive Director with other HR-related tasks, including but not limited to staff orientation, retirement account and medical benefits, and other duties as assigned.
* Support Agency Operations.
* Maintain and facilitate office inventory.
* Provide back-up front desk support and other duties as needed.

**OTHER JOB FUNCTIONS**:

* Work with outside accountants and auditors as needed.
* Maintain confidentiality of both consumer and LIFTT information.
* Assist with updating the policies and procedures as outlined in the Personnel Policy.
* Maintain positive, appropriate, and professional interpersonal relationships with staff, peers, consumers, volunteers, vendors, and other stakeholders.
* Other duties as assigned by the Executive Director.

**JOB STATUS AND BENEFITS**

* This position is **EXEMPT.** An exempt employee does not receive overtime pay or qualify for minimum wage. Exempt employees are paid a salary rather than by the hour.
* Benefits include health insurance (with individual contribution), vision, dental, IRA contribution, pro-rated sick and PTO, and paid holidays, expressly enumerated in LIFTT’s personnel policy.

**PHYSICAL DEMANDS**

* The Physical Demands described here must be met by an employee to perform the essential functions for this job successfully.
* LIFTT will provide reasonable accommodations to ensure individuals with disabilities perform the essential functions.
* Frequent sitting.
* Occasional standing and walking.
* Requires occasional lifting and carrying from 5 to 15 lbs.
* Repetitive motion.
* Frequent use of computers and other office equipment.
* Exposed to individuals who may be upset or emotional.
* Intermittent overnight stays.
* Work alone intermittently.
* Work in a team environment with continuous deadlines.
* Job Type: Full Time.

**Job Type:**

Full-time

**Salary:**

Negotiable

**Benefits:**

* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

**Physical setting:**

* Office

**Schedule:**

* 8-hour shift
* 9:00 AM to 5:00 PM

**Ability to commute/relocate:**

* Billings, MT 59102: Reliably commute or planning to relocate before starting work (Required)

**Experience:**

* QuickBooks: 1 year (Required)

**License/Certification:**

* CPA (Preferred)

**Work Location:**

In-person at 1241 Crawford Drive, Billings, MT 59102

April 2025