



Living Independently for Today & Tomorrow  
1241 Crawford Drive, Billings, MT 59102 · (406) 259-5181  
120 South Kendrick · P.O. Box 1387 Glendive, MT 59330 · (406) 948-8500  
<http://www.liftt.org>

## **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.



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- **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.



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- 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.



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## **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.



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- 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)



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**Experience:**

- QuickBooks: 1 year (Required)

**License/Certification:**

- CPA (Preferred)

**Work Location:**

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

April 2025