



Come build your career with the Montana Municipal Interlocal Authority (MMIA) as our next Senior Accountant. Based in Helena Montana, MMIA is a Risk Retention Pool serving the cities and towns in Montana. With a staff of approximately 30 employees, MMIA is a tight-knit group who provide Workers' Compensation coverage, Liability/Property coverage, Risk Management services, and Employee Benefits to the cities and towns in Montana. The cities and towns of Montana are also the owners of MMIA. To learn more, visit our website [Montana Municipal Interlocal Authority – Member Owned. Member Driven. We Are you. \(mmia.net\)](http://mmia.net)

MMIA provides competitive salaries that may include the following:

- Yearly cost-of-living increases
- Merit pay increases
- Career ladder advancement
- Generous leave and benefits package
- Tuition reimbursement
- Onsite/offsite training to enhance job and management-related skills
- As a public entity, MMIA employees may be eligible for federal student loan forgiveness, depending on individual loan qualifications.

The MMIA Senior Accountant is an integral member of our team. We value innovation and work to create a collaborative culture where employees are valued and encouraged to share ideas. Employees often work together and there is an emphasis on brainstorming, feedback, innovation of processes, and claims discussions. The following is a sample of the duties for this position:

**Example of Duties and Responsibilities:** *These duties are examples of the essential functions of this job and are not an all-inclusive list of duties that the incumbent performs.*

- Participates in the performance of and management of accounting services and activities including financial statement preparation, cash management, payroll, accounts payable, billing, revenue collection and reporting for MMIA, MLCT, and TSPC.
- Timely prepares financial reports and statements as assigned, which may include monthly financial statements and reports, annual financial reports, and reports required by outside governmental agencies. Analyzes reports to ensure conformance with generally accepted accounting principles.
- Attend Board of Directors meetings and present financial statements as assigned.
- Coordinates annual entity/program audits as assigned; serves as a liaison between MMIA, MLCT, TSPC and the auditors in the collection of necessary information for the audit.
- Assists in the development of entity budgets as assigned; works with stakeholders to establish budgets for new initiatives and ongoing staffing, contracts, equipment, materials, and supplies as well as identifying necessary capital expenditures.
- Manages billing and collection of revenues for assigned entities/programs.
- Prepare general ledger account reconciliations and related adjusting entries as assigned.
- Assists the Controller with the maintenance of the internal accounting software system and general ledger.



- Prepare and file regulatory reports for assigned entities.
- Act as backup for other accounting personnel as needed.
- Assist in onboarding and orientation of new hires and off-boarding of terminating employees.
- Assist the MMIA, MLCT, and TSPC Board, management and staff with miscellaneous duties as needed.
- Participates in generating and presenting information for management.
- Review current processes and make recommendations to improve efficiencies and internal controls.
- Perform other related duties and responsibilities, as assigned.

**Competencies required for completing duties are typically acquired with the following minimum education and experience:**

- Requires a minimum of four (4) years' experience working in finance and accounting, preferably in a multiple entity environment.
- Requires formal education in business, accounting or finance, CPA designation preferred but not required.

The starting salary range for this position is typically \$72,800 to \$81,400. This is an FLSA Exempt position.

**Please email your resumé and cover letter to Derrek Shepherd at the contact information below or submit your resumé through the Indeed job posting.**

**First review of applications will occur on July 31, 2024.**

Questions? Contact Derrek Shepherd, HR Consultant at [dshepherd@mmia.net](mailto:dshepherd@mmia.net) or 406-495-7017.