



MISSOULA DOWNTOWN ASSOCIATION
BUSINESS IMPROVEMENT DISTRICT
MISSOULA DOWNTOWN FOUNDATION

Position Description

Job Title: Director of Finance & Administration
Reports To: Executive Director
Hours: Full Time with some evening and weekend work
Salary: \$50,000-\$55,000 Commensurate with Experience
Benefits: Health insurance stipend, simple IRA, earned personal time off, leased parking
Function: This position is directly responsible for the financial and administration management and accounting duties associated with the Downtown Missoula Partnership, which is comprised of the Missoula Downtown Association, the Downtown Business Improvement District and the Missoula Downtown Foundation. Responsibilities include managing the financial matters of four separate entities with variable types of income and expenses, including budgeting, financial forecasting, accounts payable, accounts receivable, payroll and benefits, event and gift card finances, grant oversight and management, project management and more.

Duties and Responsibilities:

- Accounts Payable - Record, track and pay all expenses incurred by the four organizations
- Accounts Receivable – Record, track and collect all incomes, including membership dues, property rates, sponsorships, promotions, donations and services
- Financial Planning, Budgeting & Management: Develop and manage organizational budgets, provide advising for investments and capital improvements, assist with fundraising and capital campaigns
- Banking - Responsible for all Partnership banking including deposits, disbursements and reconciliations of multiple accounts
- Credit Card Services – Manage all credit card transactions for accounts receivable
- Downtown Gift Card – Manage budget and reconciliations of account on daily/weekly basis.
- Financial Reconciliation: reconcile all projects, programs and events annually
- Payroll & Employee Benefits – Manage and execute payroll and benefits, including taxes, quarterly reports, retirement and health benefits and more
- Taxes & Audit: File annual tax statements, issue W-2s, and support annual BID audit
- Cash Management: Coordinate onsite cash management for major community events
- Financial Reporting – Oversee financial reporting for board and committee meetings, including cash flow projections, budgets and profit & loss statements
- Grants Management– Assist with grants strategy and provide oversight and reporting
- Assist with Administration and Asset Management
- Assist with Oversight of Insurance and Legal Services
- Assist with Oversight of Contracted Services
- Assist with Special Projects as needed
- Other Duties as needed

Required Qualifications (knowledge, skills and abilities):

- Bachelor's Degree in Accounting
- 3-5 years of experience in accounting
- Proficient with generally-accepted accounting principles and practices
- Experience with Quick Books, Microsoft Excel & CRM software
- Comprehensive understanding of payroll principles and taxes