

JOB OPENING

Job Title: Deputy Fiscal Officer
Hours: 20-36 hours/week; 52 weeks/year
Closes: 5:00 pm, Thursday, April 16, 2026

Department: Administration

Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Deputy Fiscal Officer. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

POSITION SUMMARY: Assists in the administration and oversight of the Agency's fiscal operations and supports the Fiscal Officer in maintaining sound financial management across all programs and funding sources. Works within a multi program Community Action Agency environment subject to federal, state, and local regulations, including Uniform Guidance, Head Start Performance Standards, CSBG Organizational Standards, and other contractual requirements. Serve as acting fiscal authority during the absence of the Fiscal Officer, as delegated, and maintains working knowledge of all fiscal systems and procedures to ensure continuity of operations.

Wage: \$25.45 per hour

Hours: 20-36 hours per week

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with a Bachelor's degree in Accounting, Finance, Business Administration, or related field and minimum of five years of progressive accounting or financial management experience. CPA, Certified Government Financial Manager, or comparable professional accounting certification preferred. Must also possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

Application Deadline: 5:00pm, Thursday, April 16, 2026

To Apply, Submit the Following:

1. Letter of interest stating your qualifications for the position and why you are interested in working for HRDC
2. Current resume
3. Signed job description

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

**DISTRICT IV HUMAN RESOURCE DEVELOPMENT COUNCIL
JOB DESCRIPTION**

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| TITLE: Deputy Fiscal Officer | SUPERVISOR: Fiscal Officer |
| PROBATIONARY PERIOD: 1 year | SUPERVISES: None. |
| EMPLOYMENT HOURS: 20-36 | WEEKS PER YEAR: 52 |
| GRADE: 20 | WAGE: \$25.45 |
| <p>POSITION SUMMARY: Assists in the administration and oversight of the Agency's fiscal operations and supports the Fiscal Officer in maintaining sound financial management across all programs and funding sources. Works within a multi program Community Action Agency environment subject to federal, state, and local regulations, including Uniform Guidance, Head Start Performance Standards, CSBG Organizational Standards, and other contractual requirements. Serve as acting fiscal authority during the absence of the Fiscal Officer, as delegated, and maintains working knowledge of all fiscal systems and procedures to ensure continuity of operations.</p> | |

MAJOR RESPONSIBILITIES:

1. Assist the Fiscal Officer in providing accounting services to all contracts and programs operating under the agency umbrella.
2. Apply Generally Accepted Accounting Principles (GAAP) to ensure accurate, timely, and compliant financial reporting.
3. Respond to monitoring requests as required by Funders and requests from Auditor's conducting the Agency-wide, yearly audit. Work with agency auditor to provide documentation necessary to complete agency audits and tax forms.
4. Understand federal grant compliance requirements, including Uniform Guidance, applicable cost principles, and single audit requirements.
5. Responsible for strategic, operational and financial performance of all units of the entire Agency.
6. Receive and maintain files of all contracts awarded and obligations incurred by the agency. Ensuring activity in the accounting software is up-to-date.
7. Verify obligations are acceptable under current contracts and agency policies and adhere to all applicable Circulars.
8. Assist Fiscal Officer in providing timely reports of financial activities of all programs to the Executive Director, Board of Directors, and funding agencies as required by contracts.
9. Supervise and enforce agency fiscal policy as set forth in the agency Fiscal Manual.
10. Assist with updating fiscal policy and reviewing the Financial Manual yearly.
11. Must be able to complete all aspects of the Fiscal Office procedures, such as but, not limited to deposits, adjusting journal entries, payroll, accounts payable, accounts receivable processes.
12. Ensure Agency has adequate working capital by monitoring cash on hand.
13. Assist with the completing and submitting of cash requests/invoices on a bi-weekly bases or as needed.
14. Ensure fiscal files are maintained, including contracts, leases, vehicles, and agency insurance.
15. Serve as resource to the board, executive director, fiscal staff, and all program directors in planning, budgeting and in all financial areas.
16. Attend all board meetings, budget and finance meetings, and such committee meetings as are deemed necessary by the board of directors or executive director.
17. Serve as liaison with funding agency fiscal officials and serve as advocate for the agency whenever necessary.

18. Responsible for seeing that agency purchase procedures are followed in all procurement and assisting as needed.
19. Assist with Request for Proposals as needed.
20. Maintain and update Fiscal Procedure Handbook as needed.

ADDITIONAL RESPONSIBILITIES:

1. Makes non-routine choices within established precedent, considering objectives, under supervision, where positive and negative impact directly or indirectly affects the function and output of the Agency.
2. Maintain a complete and accessible filing system.
3. Complete A/P, A/R, P/R and weekly deposits in the event the Fiscal Clerk is unavailable.
4. Provide administrative support, including assisting with front desk coverage as needed.
5. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Education: Bachelor's degree in Accounting, Finance, Business Administration, or related field required. CPA, Certified Government Financial Manager, or comparable professional accounting certification preferred. Minimum of five years of progressive accounting or financial management experience required.
2. Experience in nonprofit, governmental, or grant funded environments preferred.
3. The ability to use a computer and be familiar with Microsoft Office programs.
4. Computerized Accounting Software experience.
5. This position requires the ability to solve problems, pay attention to details, communicate effectively orally and in written form, and follow verbal and written instructions.
6. Strong organizational skills and the ability to work independently are required.
7. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
8. Be able and willing to travel to trainings/meetings in and out of state.
9. Must be bondable.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Aptitude for organization and accuracy with large volumes of paperwork.
2. Experience in grant writing.
3. Work well under pressure, meet multiple and sometimes competing deadlines.
4. At all times demonstrate cooperative behavior with colleagues and supervisors.
5. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions; and always display integrity, honest interaction, and professional excellence.
6. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, co-workers, State officials, business people, and community leaders.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in an office environment. Requires significant physical effort, moving between 25 and 60 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Work requires intermittent driving less than 15% of time.

EMPLOYEE SIGNATURE: _____ **DATE:** _____