

*NOTICE*  
**NOTE TO PROSPECTIVE APPLICANTS**

*Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.*

*The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.*

*We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.*

*Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.*

*Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!*



**POSITION:**

**ACCOUNTANT**  
Search #1124AUG  
Full time, year-round position

**DEPARTMENT:**

**FINANCIAL SERVICES AND COLLEGE OF  
PROFESSIONAL STUDIES**

**DATE TO START:**

As soon as possible after closing

**STARTING SALARY:**

\$13.279 per hour plus benefits. Consideration of higher wage dependent upon demonstrated exceptional qualifications.

**CAMPUS DESCRIPTION:** Montana State University Billings is the third largest University in Montana located in the largest city in Montana. The East campus and College of Technology together are home to approximately 5,000 students. With six colleges being a part of the campus, the University offers a wide variety of degree programs to its students. Montana State University Billings also employs approximately 500 full time employees, who together work hard to create an outstanding University for both students and employees.

**DEPARTMENT DESCRIPTION:** Financial Services is responsible for accounting and financial reporting, payroll, grants and contract management, internal campus recharges, property management, and cash and investment management. The administration of MSU Billings Downtown and the College of Professional Studies and Lifelong Learning is responsible for overseeing the effective and efficient administration of MSU Billings Outreach Programs, the MSU Billings Downtown Campus & Conference

Center, community-driven conferences, classes and workshops and for cultivating new ventures and strategic partnerships for the University.

**POSITION DESCRIPTION:** This position will work half time for the Financial Services Office and half time for the College of Professional Studies and Lifelong Learning (CPSLL); and is expected to provide technical and professional financial accounting support and analysis, training, and general office support. Primary responsibilities include managing budget and fiscal affairs for the College of Professional Studies; accounting and reporting; verification of finance data; database report writing; various financial reconciliations, reports, and schedules; development of and training of policies and procedures; and assisting in development of electronic accounting processes. This position also provides on-site supervision at CPSLL of University Business Services functions such as cashiering, fee payment, accounts receivable/payable and purchasing.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Accounting or related field; **or** equivalent combination of relevant experience and education.
- Progressively responsible experience in full accrual accounting and reporting in accordance with generally accepted accounting principles.
- Proficiency and experience with computer based applications for accounting systems, databases, spreadsheets and word processing programs.
- Demonstrated knowledge of administrative procedures and accounting theories, principles, and practices governing fiscal management.
- Demonstrated competence reconciling, researching, compiling and analyzing financial information and generating financial reports.
- Strong problem solving, research and analytical skills.
- Excellent customer service and communication skills.
- Demonstrated organizational, time management and self-motivation skills.
- Ability to perform tasks with high degree of accuracy, close attention to detail, and to work effectively in team environment.

**PREFERRED QUALIFICATIONS:**

- Experience with University and/or governmental accounting, rules, laws and regulations.
- Experience with Banner accounting systems or other comparable electronic accounting systems.
- Advanced skills in Microsoft Excel and in Microsoft Access or Crystal Reports.

**REVIEW DATE:** Applications received by **November 3, 2010** will be given preference review. However, the position is open until filled.

**APPLICATION PROCESS:** Submit a 1) **Letter of Application** addressing the above qualifications/skills, 2) **Resume**, 3) **MSU Billings Application Form**, 4) **Three (3) References** including names and addresses/contact information 5) **Authorization for Background Check form** to:

Human Resources Office/EEO-AA Office  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298  
Phone: (406) 657-2278; FAX: (406) 657-2120  
<http://www.msubillings.edu>    [employment@msubillings.edu](mailto:employment@msubillings.edu)

Criminal Background Investigation is required prior to Offer of Employment. (In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the MSU Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Room 310.

**MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER.** Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).