



Career Opportunity

Position Title: Staff Accountant
Company: Energy West Montana
Location: Great Falls, MT
Department: Accounting/Finance
Posting Date: 8/30/2022
Apply by: 9/7/2022

Primary Function

This position will work directly with the Regional Controller to perform the daily accounting activities of the water companies.

- Manage and reconcile daily banking activities.
- Prepare and review journal entries on a monthly basis.
- Resolve accounting discrepancies and irregularities.
- Implement and monitor proper adherence to accounting control procedures.
- Prepare reports on annual accounts and information for third party auditors.
- Conduct internal audits such as inventory counts and company equipment.
- Reconcile balance sheet accounts on a monthly basis.
- Provide support for various special projects, as needed.
- Keep up to date with developments in public sector financial and accounting practices.

Competencies

Administrative Skills – general office duties, data entry

Analytical Skills – ability to apply analytical skills when assisting in various projects, knowledge of banking, business planning, finance, tax, economics, forecasting, and related disciplines preferred

Communication/Language Skills – ability to effectively communicate (written and oral communication) with department personnel and others

Computer Skills – high proficiency with Microsoft Office Suite required (Excel, Word, PowerPoint, and Outlook). SAP and/or Adaptive experience preferred

Coordinating Skills – ability to effectively prioritize and schedule tasks and projects especially at month-end

Creative Skills – ability to craft innovative solutions for complex problems

Mathematical Skills – ability to apply mathematical skills when assisting in various projects

Other Skills – keep custody of confidential information, strong interpersonal skills that compliment effective teamwork

Qualifications

A minimum requirement of an Associate’s degree in Accounting or Finance; Bachelor’s degree preferred. At least 1 year of experience preferred.

Working Conditions

Work is typically performed in a normal office with moderate noise level.

Application Process:

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.