

Comptroller
Western Organization of Resource Councils
Billings, MT
July 2019

The Western Organization of Resource Councils (WORC) is a regional network of grassroots community organizations with 15,000 members and 39 local chapters. WORC is a leader in community organizing and campaigns to hold the oil, gas and coal industries accountable, and for sustainable family farms and ranches, clean renewable energy, and homegrown prosperity.

WORC seeks a full-time Comptroller who is familiar with nonprofit bookkeeping and accounting principles to execute all of the organizations bookkeeping and accounting functions. The Comptroller's main responsibilities are to ensure the accuracy of WORC's books, produce financial reports, and work with WORC's senior management and Board of Directors to fulfill fiduciary oversight responsibilities. Ongoing duties include working with the Office Administrator on accounts payable and accounts receivable, creating monthly financial statements, and processing monthly payroll and all monthly reconciliations. The Comptroller also administers benefits such as health insurance and retirement plans, and is the main liaison with WORC's external audit firm.

Responsibilities include but are not limited to:

- Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries and bank reconciliation in accordance to GAAP
- Process and pay all invoices in a timely manner
- Record and deposit all organizational revenue
- Process monthly payroll, ensure all state and federal taxes and payroll liabilities are paid
- Prepare standard monthly and annual financial reports
- Coordinate with outside audit firm to produce year-end audit reports and IRS 990 filings
- Prepare and file annual corporate reports
- Maintain accounting procedures and internal control systems to ensure integrity of all financial systems
- Administer health insurance and retirement plans
- General office responsibilities

QUALIFICATIONS

- Accounting degree or equivalent work experience
- Experience in nonprofit accounting, including fund tracking or location tracking
- Expert level Quickbooks experience, including reporting and filtering
- Proficiency in Microsoft Excel
- Experience with different types of accounting software, Google Suite, Microsoft Word
- Payroll experience and working knowledge of current payroll laws
- Experience administering health insurance and retirement plans
- Experience with budgeting, financial audits, tax forms (such as 990s)
- Attention to detail and strong communication and critical thinking/problem solving skills
- Ability to work independently and in a team environment
- Leadership, training, and facilitation skills a plus, but not required
- Human Resources experience, preferred but not required
- Commitment to WORC's mission and values

The position is full-time and based in our Billings, Montana, office. Our LEED platinum certified building is a showcase of green building strategies and technologies, and a great place to work.

COMPENSATION

Compensation for this position will be based on qualifications and experience, with a first-year starting range of \$45,000 to \$50,000. Generous benefits include company-paid health and dental insurance, vacation and sick leave, flex time policy, and retirement plan with employer contribution.

HOW TO APPLY

The position will remain open until filled, but applications are encouraged by August 30, 2019. The preferred start time for this position is early September 2019.

To apply, send a resume, cover letter, and three references to Kerri Wolenetz, Director of Finance and Administration, at kerri@worc.org.

WORC is an equal opportunity employer. For more information about WORC, visit www.worc.org.