



# ROCKY BOY HEALTH CENTER

# EMPLOYMENT ANNOUNCEMENT

<b>POSITION:</b>	<b>ACCOUNTING TECHNICIAN (2 POSITIONS)</b>	<b>DEPARTMENT:</b>	<b>FINANCE</b>
<b>SUPERVISOR:</b>	<b>FINANCE MANAGER</b>	<b>SALARY:</b>	<b>ASSOCIATES: \$20.99 BACHELORS: \$23.09</b>
<b>CLASSIFICATION:</b>	<b>REGULAR, FULL-TIME</b>	<b>CLOSING DATE:</b>	<b>SEPTEMBER 11, 2023</b>
<b>OPENING DATE:</b>	<b>AUGUST 30, 2023</b>		

## POSITION SUMMARY:

The Accounting Technician role involves accurate financial recordkeeping, managing accounts payable and receivable, reconciling bank statements, collaborating with payroll, and assisting in generating financial reports. Proficiency in accounting software, attention to detail, and strong organizational skills are essential. Join us to contribute to our financial operations and ensure compliance with accounting standards.

## MAJOR DUTIES:

- Maintains accurate and organized financial records, including ledgers, journals, and other accounting documents.
- Records financial transactions, invoices, receipts, and payments into accounting software or systems.
- Manages invoices, processing payments to vendors, and tracking outstanding payments from customers.
- Balancing and reconciling bank statements with the organization's financial records to ensure accuracy.
- Monitors and categorizes expenses to ensure they are correctly allocated and accounted for.
- Calculates and processes employee salaries, wages, taxes, and benefits accurately and in compliance with regulations.
- Assists in generating financial reports, statements, and summaries for management or regulatory purposes.
- Supports the creation, monitoring, and tracking of budgets, as well as comparing actual expenses against budgeted amounts.
- Assists with the preparation of financial documents and data for audits, both internal and external.
- Ensures financial operations adhere to relevant regulations, laws, and accounting standards.
- Utilizes Abila MIP accounting software and tools effectively to streamline processes and maintain accurate financial records.
- Collaborates with other departments and stakeholders to provide accurate financial information and respond to inquiries.
- Addresses discrepancies, errors, or inconsistencies in financial data and working to resolve them.
- Identifies opportunities to enhance financial processes and suggests improvements to enhance efficiency and accuracy.
- Performs other duties as assigned.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

## MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Associate of Science Degree in Accounting, Business, or related field.
- Knowledge of bookkeeping and accounting policies, procedures, and principles.
- Knowledge of payroll MIP – Abila accounting system.

## APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.*

*ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

## SUBMIT APPLICATION:



In Person Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail [rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online <https://www.rbclinic.org/employment>

## APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

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Joel Rosette, Chief Executive Officer