



## Town of West Yellowstone, Montana Job Announcement

<b>Position Title</b>	<b>Finance Director</b>
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The Town of West Yellowstone is a dynamic community of 1,300 residents with a daily summer population of up to 12,000 and is seeking applicants for Finance Director. This is a Full-Time, Permanent position.

### General Duties

The principal function of this employee is to manage the collection, disbursement, and investment of all Town funds and Finance Department operations. This position is responsible for assistance with budgeting, capital improvement planning and all financial reporting due to the State, County other agencies and entities that require it. The position will oversee an expenditure budget of approximately \$30,000,000 in FY 22-23. The work is performed under the direction of the Town Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over designated support personnel. The nature of the work performed requires that the employee establish and maintain effective working relationships with the Town Manager, Town Council, Department Heads, Town employees, bank representatives, and the general public. The principal duties are performed in a general office environment.

### Acceptable Experience and Training

- Bachelor's Degree in Business, Accounting, or a closely related field; AND
- 3-5 years of experience in general accounting, preferably in a government environment, including some supervisory experience;
- OR any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### Wage and Benefits

The starting salary range is between \$80,000 and \$100,000 per year with excellent benefit package including Vacation, Sick Leave, paid holidays, 75% contribution for family health/dental/vision coverage, and participation in the Montana Public Employees Retirement System-PERS.

### Additional Information

- For application form or detailed position description, please contact the Town of West Yellowstone Town Office- 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT 59758, call 406-460-7795, or visit <http://www.townofwestyellowstone.com>
- This position is open until filled, and priority will be given to applications received prior to 5:00 pm on August 23, 2022.
- Applications that are incomplete or unsigned as of the closing of the vacancy will not be considered in the selection process
- The Town of West Yellowstone is an EEO/ADA employer. Women, minorities, and persons with disabilities are encouraged to apply.
- The Town of West Yellowstone has enacted a Drug and Alcohol-Free Workplace testing policy. This policy includes pre-employment, random, and for-cause drug and alcohol testing. A copy of this policy is available to the general public for review.
- Applicants are encouraged to read the full position description for other responsibilities and essential functions. This a regular, full-time position. Positions are contingent upon annual budgetary consideration by the Town Council.

### Application Procedure

Please provide the following:

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application ([www.townofwestyellowstone.com](http://www.townofwestyellowstone.com)).
3. A current resume.
4. Any additional supporting documentation relating to your application

Submit to:  
Town of West Yellowstone  
440 Yellowstone Avenue  
PO Box 1570  
West Yellowstone MT 59758



## Town of West Yellowstone, Montana Job Description

<b>Position Title</b>	<b>Finance Director</b>
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### General Statement of Duties

Manage the collection, disbursement, and investment of all Town funds and all other Finance Department operations; perform directly related work as required.

### Distinguishing Features of the Position

The principal function of this employee is to manage the collection, disbursement, and investment of all Town funds and Finance Department operations. The work is performed under the direction of the Town Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over designated support personnel. The nature of the work performed requires that the employee establish and maintain effective working relationships with the Town Manager, Town Council, Department Heads, Town employees, bank representatives, and the general public. The principal duties are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Plan, direct, and coordinate all Finance Department operations, including developing procedures for accurate recording and accounting of any assessments, utility billing, licensing, resort tax, permits, and training assigned personnel in designated areas of responsibility;
- Prepares and executes the annual General Fund, Special Revenue, Debt Service, Capital Improvement Fund, Enterprise Fund and Trust & Agency Fund budgets for the Town under the direction of the Town Manager;
- Research and implement new financing strategies for equipment and projects;
- Invest all Town funds in accordance with prescribed Town policies and State laws governing municipal investments to ensure all funds are adequately safeguarded and collateralized;
- Bill, collect, receive, and record all Town revenues;

- Train, oversee and provide support to finance/utility billing clerk for utility billing database maintenance, and all billing and collection activities, including but not limited to lease agreements and contracted services; recreation fees, permit and license fees and court fines;
- Prepare and distribute payroll, when required;
- Prepare year-end closing entries, maintain depreciation schedules, and submit the Annual Financial Report to the State of Montana;
- Prepare and submit the Annual Budget Report to the State of Montana;
- Post County Tax vouchers;
- Reconcile court receipts monthly;
- Provide monthly resort tax information to Town Manager and Town Council;
- Provide quarterly financial reports for Town Council information and review;
- Assists the Town Manager with preparing miscellaneous documents, resolutions, etc.
- Prepare, oversee and manage project funding including grants, state and federal allocations, municipal bonds, also comply with reporting requirements;
- Maintain and reconcile a variety of ledgers and accounts; review all accounting transactions to ensure accuracy; correct financial records, as necessary. Examples include monthly bank statements, MAP funds, annual bond holding accounts, driveway bonds, resort tax, and building deposits;
- Prepare documentation and assist auditors with annual audit and resort tax audits;
- Monitor all bank accounts and capital budget projects for accuracy, income, and expenditures; establish and maintain records needed for bond payments, fiscal agents, and related redemption ledgers;
- Analyze the Town's cash flow to determine the necessary operating balance, make payments to ensure meeting debt deadlines and invest all excess funds to ensure maximum interest rate benefits;
- Prepare and monitor the claims list for submission to the Town Council;
- enforce purchasing policies;
- Supervise, train, motivate, and evaluate the work of designated personnel, including coordinating work directives to ensure all deadlines are completed in a timely and efficient manner; provide support to other personnel as requested;
- Oversee the preparation of complex financial analysis as requested by the Town Manager and senior management; prepare administrative reports, audits, and program recommendations outlining findings;
- Address questions or concerns from the general public and other interested parties, and take the appropriate measures for resolution in a courteous and timely manner;
- Provide Department Heads with quarterly updates of the budget status for their respective departments;
- Attend meetings, conferences, workshops, and training sessions and review publications to become and remain current on principles, practices, and new developments in the financial industry;
- Communicate and coordinate regularly with others on short-term or special projects;
- Perform all other duties as assigned by the Town Manager.

### Required Knowledge, Skills, and Abilities

- Knowledge of Town investment policies and procedures;
- Knowledge of public finance;
- Knowledge of Montana Code Annotated (MCA) and Town Ordinances;
- Knowledge of the budgeting process and billing processes and procedures;
- Knowledge of Town policies and procedures;
- Knowledge of applicable Federal, State, and local laws, rules and regulations;
- Knowledge of the principles, practices, and procedures of modern accounting and investment markets;
- Knowledge of Generally Accepted Accounting Principles, General Accepted Standards Board (GAAP)(GASB);
- Knowledge of banking practices, policies and procedures;
- Knowledge of modern office principles and practices;
- Knowledge of word processing, database management, spreadsheets, and personal computer operation;
- Ability to handle confidential administrative and financial information with discretion.
- Ability to integrate new technology or software for the Town;
- Ability to interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned job functions;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language

### Acceptable Experience and Training

- Bachelor's Degree in Business, Accounting, or a closely related field; AND
- 3-5 years of experience in general accounting, preferably in a government environment, including some supervisory experience;
- OR any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### Required Special Qualifications

- May require additional certification(s) specific to the functional area of assignment;
- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process;
- Pre-employment and periodic random alcohol & drug screening is required.

**Essential Physical Abilities**

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Vision or other powers of observation, with or without reasonable accommodation, to enable the employee to effectively review a wide variety of materials in an electronic or printed form;
- Manual dexterity, with or without reasonable accommodation, to enable the employee to efficiently operate computers, telephone, and other related office equipment;
- Personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within the general office environment.

**Acknowledgement**

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as the Finance Director for the Town of West Yellowstone, MT.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Finance Director

Effective Date of Employment: \_\_\_\_\_

Attest:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_



# EMPLOYMENT APPLICATION

## TOWN OF WEST YELLOWSTONE, MT

P.O. BOX 1570

West Yellowstone, MT 59758

info@townofwestyellowstone.com

### Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the Town of West Yellowstone to consider applicants for all positions without regard to race, ancestry, color, religion, creed, sex, national origin, age, marital status, political beliefs, veteran/military, genetic information, sexual preference, or the presence of a non-job related medical condition or physical/mental disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job posting.

POSITION APPLIED FOR: \_\_\_\_\_

DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_

### PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

List other names, if any, used on employment or education records: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

No      Yes      If yes, please explain:

Are you 18 years or older?  No      Yes

Please provide the earliest date that you are available for work?

Have you ever been convicted of a felony?  Yes  No      Yes      If yes, describe in full – give dates:

*[Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements]*

Have you ever worked for or are you currently working for the Town of West Yellowstone?

If yes, please give dates:      From: \_\_\_\_\_      To: \_\_\_\_\_

Department: \_\_\_\_\_      Prior position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you have any relatives working for the Town?  Yes       No

If yes, please give their name(s): \_\_\_\_\_

### EDUCATION

#### High School:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate?  Yes  No

Diploma or GED: \_\_\_\_\_

#### College:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Last year completed: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

List Diploma or Degree: \_\_\_\_\_

#### Other (specify):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Last year completed: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

List Diploma or Degree: \_\_\_\_\_

### SPECIAL SKILLS

Special Skills Relating to The Position You Are Applying For: (clerical skills, heavy equipment operating skills, etc.):

### DRIVER LICENSES

Do you have a valid Driver's License?  Yes  No State: \_\_\_\_\_

Number: (optional) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a Commercial Driver's License? \_\_\_\_\_ If yes, specify: Type: \_\_\_\_\_

Class: \_\_\_\_\_ Tank: \_\_\_\_\_

Endorsements: Hazardous Material: \_\_\_\_\_ Passenger: \_\_\_\_\_

Airbrakes: \_\_\_\_\_ Other (specify): \_\_\_\_\_

### OTHER LICENSES or CERTIFICATES (CPA, Water Treatment, Boiler Operator, etc.)

Name of Licensing Agency: \_\_\_\_\_ Address: \_\_\_\_\_



Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____
Name of Licensing Agency: _____	Address: _____
Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____
Name of Licensing Agency: _____	Address: _____
Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____

### EMPLOYMENT HISTORY

**Instructions:** Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may respond to this section on a separate sheet of paper. **This information must be completed even if a resume is submitted.**

**NOTICE TO APPLICANTS:** Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

May we contact your current employer?  Yes  No

**CURRENT EMPLOYER:** \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed:

From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## EMPLOYMENT HISTORY

**PAST EMPLOYER:** \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed:

From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PAST EMPLOYER:** \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed:

From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PAST EMPLOYER:** \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed:

From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## REFERENCES

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job:

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## AUTHORIZATION TO RELEASE INFORMATION

1. As an applicant for a position with the Town of West Yellowstone, I am required to furnish information which this agency may use in determining my qualifications. I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
2. I acknowledge that I may have to submit to a drug and alcohol test prior to employment if required by the Town of West Yellowstone Drug-Free Workplace and Pre-Employment Drug Testing Policy. I further acknowledge that a negative drug test result and remaining drug free are conditions of my employment.
3. For the purpose of in-house security, I consent to a background and security investigation prior to employment.
4. I certify that the foregoing answers, and all supplemental documents are correct and that false information may disqualify me from employment with the Town of West Yellowstone, and may result in dismissal if employed. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions. If employed by the Town of West Yellowstone, I will abide by the Town's Policies, Practices, and Procedures.

**I have read and agree with the above statements. If applying on-line, I authorize electronic submission of this document to serve as the original.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMPLOYMENT PREFERENCE ACTS

Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Department: \_\_\_\_\_

If you are claiming preference under the **Veterans' Public Employment Preference Act** or the **Persons with Disabilities Public Employment Preference Act**, complete the following. The appropriate documentation must be attached to claim employee preference. Veteran's Employment preference provides the addition of 5 percentage points or 10 percentage points to the applicant's score when a numerically scored selection procedure is used. Contact your local Job Service for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (PHHS) for details on obtaining persons with disabilities preference certification.

If you claim Preference, **documentation must be attached**. Please check which attachments you have included:

- DD-214                       PHHS Disability Certificate                       Other

To claim **Veterans' Employment Preference**, you must be a U.S. Citizen and (check ONE of the boxes below):

- A Veteran, if**
1. You have been separated under honorable conditions, **AND** have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
  2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran, if**
1. You have been separated under honorable conditions from military duty, **AND**
  2. You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

**The spouse of a disabled veteran** if the veteran's disability prevents him/her from working.

**The un-remarried surviving spouse of a veteran or disabled veteran.**

- A Mother of a Veteran, if**
1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, **AND**
  2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the un-remarried widow of the father of the veteran.

To claim **Montana Persons with Disabilities Employment Preference** you must be (check ONE of the boxes below):

- A person with a disability** certified by PHHS, **OR**
- The **spouse** of a totally (100%) disabled person certified by PHHS **AND have** resided continuously in Montana for at least 1 year immediately before applying for employment

SIGNATURE (typed): \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

## APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The Town of West Yellowstone is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual

Position Closing Date: \_\_\_\_\_

Male

Female

Are you 18 years or older?  Yes  No

Name: \_\_\_\_\_

Job Applied For: \_\_\_\_\_

Department: \_\_\_\_\_

### HOW DID YOU FIRST LEARN OF THIS POSITION?

Newspaper ad or journal ad

Telephone Job Line

Job Service

Career / Job Fair

Female, minority or handicapped referral organization

A friend / employee

Posted in Town Hall

Town of West Yellowstone Website

Other (specify) \_\_\_\_\_

**RACE / ETHNICITY** – Please check the **ONE** box that best describes your race/ethnicity:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race.
- White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

**MILITARY STATUS** – Please check the **ONE** box that best describes your military status.

- No Military Service
- Inactive Reserve
- Vietnam Veteran
- Active Reserve
- Retired
- Other Veteran
- DISABLED VETERAN

**DISABILITY STATUS**

- DISABLED PERSONS' EMPLOYMENT PREFERENCE