**Money Management Program Specialist**

February 2021

Work and Live in Missoula!

As Montana’s second largest city and one of the nation’s most popular destinations, Missoula is a jewel set in a beautiful valley among the spectacular Rocky Mountains. Year-round outdoor activities include hiking, biking, skiing, and blue-ribbon trout fishing. Nearby wilderness areas and rivers are perfect for exploring, kayaking, rafting, and tubing. Missoula is a lively, supportive community with an abundance of interesting shopping and dining opportunities. Local cafes, coffee houses and breweries abound to suit every budget and palate. Well-known and widely appreciated for its eclectic culture, travelers and community members value Missoula as an arts and cultural hub, with an endless variety of entertainment events ready to be enjoyed. Live in a great place and join a great team!

Missoula Aging Services is an Area Agency on Aging covering a two-county area, Missoula, and Ravalli. Our talented group of compassionate individuals are committed to our Mission: To promote the independence, dignity, and health of older adults and those that care for them. Serving older adults and people with disabilities in Missoula and Ravalli County is our passion. We are guided daily by our Strategic Plan and core values of Respect, Integrity and Accountability. We value diversity and are an equal opportunity employer. To apply for an open position, please include a cover letter and a completed Missoula Aging Services Application for Employment. You may include your resume in the application packet; however, a resume will not be accepted in lieu of the employment application. We look forward to hearing from you!

We are pleased that you are interested in applying for the position of **Money Management Program Specialist** for Missoula Aging Services. The wage range for this full-time non-exempt position is $17.00-$18.00 per hour, depending upon experience and qualifications. Hours will be scheduled Monday through Friday between 8 AM and 5 PM. Although not frequent, there may be occasional special weekend or evening events each year where participation may be required. Use of a personal vehicle and travel within the community and surrounding area is occasionally required. Mileage reimbursement is available. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

The **Money Management Program Specialist** provides professional money management services to clients residing in Missoula County by performing moderately complex financial and accounting duties. The candidate will exercise considerable independent judgement in reviewing and summarizing client accounts.

The ideal candidate will have considerable knowledge of Social Security Representative Payee Services, a demonstrated knowledge of accounting principles and practices and must possess above average knowledge of basic mathematics to solve problems. In addition, a working knowledge of patient billing systems, particularly third-party billing including Medicaid is preferred. General knowledge of the social dynamics of the aging process is a plus. Effective communication and interpersonal relationships with proven skill in simple to moderately difficult negotiations is necessary. This individual will have considerable public relations and customer service skills.

The ability to handle a variety of moderately complex bookkeeping tasks in preparing, recording, and examining fiscal records as well as proficiency in the operation of a personal computer and common computer applications such as Microsoft Office Suite and Quick Books is necessary.

The preferred knowledge, skills and abilities described above are typically acquired through a relevant bachelor’s degree (e.g. finance, public administration, business administration, management) and three years (3) of related work experience *OR*a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience.

**To apply, you must submit a complete application packet with the following components:**

* A cover letter is required and must clearly explain how your past work experience will allow you to be successful in meeting the Knowledge, Skills and Abilities required of this position (refer to Qualifications in the Job Description). You must give specific examples of your customer relations and third-party billing experience. Please explain any certifications or licenses you have previously been required to receive as well as your experience in using Quick Books and Microsoft Office applications.
* A Missoula Aging Services application for employment.
* A resume: ***please note that a resume will not be accepted in lieu of a completed application form*** or fulfill the requirement to include a cover letter addressing the above criteria.

**Incomplete application packets will not be considered.** Application review for this position will begin immediately. The position will remain open until filled.

**To apply:**

Visit the Missoula Aging Services website – <https://missoulaagingservices.org>

* Click on “About Us” (top of page)

Submit your cover letter, application and resume to [hr@missoulaagingservices.org](mailto:hr@missoulaagingservices.org)

**Benefits:**

* Missoula Aging Services is part of Missoula County’s benefits plan, providing excellent health, dental, vision group life & long-term disability insurance (available the first of month, 60 days after hire).
* Paid Time Off, Holidays & Extended Leave
* Retirement (1-1 match after one year of service, up to 5%)
* Employee Assistance Program (EAP)
* HSA/Flex
* Wellness Plan

Missoula Aging Services is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. Please advise us if accommodations are needed to participate in the application or interview process.

**MISSION**

Missoula Aging Services promotes the independence, dignity, and health of older adults and those who care for them.

**VISION**

Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

**VALUES**

**To make our mission and vision a reality, we practice the following:**

* In working with each other and the community, we follow our [Guiding Principles](https://missoulaagingservicesorg.presencehost.net/file_download/6a639258-458a-4dcd-9b80-4e168962b46f) and core values which are Integrity, Communication, Accountability, Respect and Safety.

**To support our mission:**

* We are person-centered in working with our clients.
* We respect a person’s autonomy within their capacity to remain independent.
* We believe that diversified funding creates a healthy and sustainable organization.
* We recognize the value of services we provide to aging adults, to veterans and to people with disabilities.
* We determine what and when services should be fee for service based on established criteria.
* We listen first. We believe that hearing from the people guides our direction.
* We are inclusive and non-partisan, listening to the minority and the majority.
* We are respectful in our communication and our behaviors – individually and collectively.
* We recognize that lack of awareness can lead to underserved aging adults.
* We believe that collaborative strategies can result in effective and efficient efforts and partnerships.
* We believe that volunteering provides a positive experience for the volunteers and those we serve.
* We honor and value our volunteers, respect their wisdom, experience, and engagement.
* MAS volunteers and clients are excited, enriched and valued through community service opportunities.

**DIVERSITY STATEMENT**

Missoula Aging Services welcomes and values all persons and embraces diversity among our staff, clients, and others whom we serve.