**Accountant**

October 2025

# Thank you for your interest in the Accountant position with Missoula Aging Services, a premier employer, in beautiful Missoula, Montana. This is a full-time, 40 hour per week position on our Accounting team. The starting salary for this exempt, fully benefited position is $60,000- $63,000 annually, depending upon experience and qualifications.

**Enjoy having your nights and weekends available to do what you like!** The hours for the Accountant position are Monday through Friday, 8 AM to 5 PM. Use of a personal vehicle and intermittent travel within the Missoula community and surrounding area is required. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

**Instant job satisfaction in knowing your work is supporting older adults in a meaningful way.** The Accountant performs advanced and specialized accounting assignments involving moderately complex and confidential data, requiring the application of generally accepted accounting principles. This position is responsible for accounts payable, accounts receivable and payroll. This position performs Veteran Directed Care (VDC) fiscal agent management services, as well as obtaining and analyzing financial information to prepare reports, billing statements and making workflow recommendations. This position exercises considerable independent judgment in charging or crediting accounts and in the distribution of costs.

**Key Responsibilities and Qualifications**:

1. Qualified candidates are experienced in fiscal management, payroll administration, accounts receivable, accounts payable, and conducting internal audits.
2. Ability to perform a variety of bookkeeping tasks in preparing, recording, and examining fiscal records.
3. Must be proficient in gathering, organizing, and interpreting data, as well as proficient skill in the use of a personal computer and Microsoft Office Suite, non-profit accounting software, QuickBooks, fund development and human resource software products and web browsers.
4. Considerable knowledge of accounting principles and practices; working knowledge of client billing systems, including but not limited to VA, Medicare and Medicaid billing.
5. Above average knowledge of basic arithmetic, above-average skill in the use of basic mathematics to solve problems, and the ability to analyze, compare and interpret facts and figures quickly and accurately.
6. Above average skill in effective communication and interpersonal relationships with proven skill in simple to moderately difficult negotiations.
7. Proficient problem-solving skills with focus on setting priorities, managing multiple assignments, and meeting deadlines.

The preferred knowledge, skills and abilities described above are typically acquired through a four-year degree in accounting or a related field and 3+ years of relevant experience *OR* a suitable combination of education and experience.

Qualified candidates must submit a **cover letter and resume** to be considered.

**For more information or to apply directly:**

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

* Click on “About Us - Careers” (top of page)

Submit your cover letter and resume to:

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 first of the month following 60 days after hire).
* Generous Paid Time Off, Holidays & Paid Extended Leave
* Retirement Plan (with employer contributions after one year of service)
* Employee Assistance Program (EAP)
* HRA/Flex
* Wellness Plan
* Flexible Scheduling

Missoula Aging Services is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics. Please advise us if accommodation is 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 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 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.

**WELCOME STATEMENT**

Missoula Aging Services is dedicated to creating a workplace where everyone feels valued, supported, and empowered to thrive. We welcome and respect all individuals, fostering a culture that promotes access, opportunity, and a deep sense of belonging. Through ongoing learning and professional development, we strive to cultivate an environment where all staff can contribute their unique perspectives and talents, strengthening our collective impact and advancing our mission.