



MONTANA LEGAL SERVICES ASSOCIATION

Job Title: Accounting Technician – Payroll
Location: Helena, Montana

This position is primarily responsible for MLSA’s payroll processing, invoicing and accounts receivable. Duties also include assisting with accounts payable functions and providing support for grant compliance and reporting.

Specific Duties:

- Processing bi-weekly payroll, including preparing all documentation for payroll withholding.
- Processing payroll quarterly reports and year-end W-2s and 1099s.
- Maintaining annual, personal and sick leave records for all employees.
- Maintaining all files associated with human resources.
- Reconciling cash log with cash deposits and inputting into accounting program.
- Preparing invoices and grant reports for funders.
- Perform other tasks as assigned by the Director of Finance and Administration

Accounts Payable Support:

- Processing and coding invoices as chargeable to expense, fund, location & program.
- Processing check requests and performing data entry using appropriate accounting software, printing checks, attaching supporting documentation and organizing for appropriate signers.
- Reviewing and analyzing credit card account, including verifying and collecting supporting documentation and entry into AP system.
- Maintaining vendor files

Minimum Qualifications

- Graduate of accredited high school or equivalent
- Minimum of three years general work experience requiring a high degree of responsibility, preferably in office administration
- Prior experience with complex accounting environment preferred, such as tracking multiple funding sources and charging to multiple cost centers
- Prior experience with payroll, preferred
- Excellent organizational skills
- Ability to work both independently and as part of a team
- Good judgment and analytical skills
- Capacity to learn and adapt to change
- Demonstrates dependability and initiative
- Demonstrates concern for the interests of MLSA’s clients
- Ability to juggle multiple tasks
- Proficient at computer word processing and use of spreadsheet software

Salary: \$40,000 to \$50,000 DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a letter of interest, resume, and three references to hire@mtlsa.org.

Submission Deadline: The priority deadline for applications is March 6, 2020, and screening of applications will begin immediately. The position will remain open until filled.