



Job Title:	Finance Assistant	Job Category:	Part Time
FLSA Status:	Hourly/Non-Exempt	Position Type:	Year Round
Reports To:	Controller	Supervises:	None
Pay Scale:	Based on experience		
Expected Schedule:	20 hours Monday through Friday – flexible hours – Remote Option		
Responsibilities			

POSITION SUMMARY

The Big Sky Community Organization (BSCO) has been a leading non-profit in Big Sky, MT for 25 years. BSCO’s primary focus is facilitating world class year-round recreational programs, creating, and maintaining trails and parks, and collaborating with community partners to serve residents and visitors who live, work, and play in Big Sky. BSCO is currently positioned to significantly expand to meet the needs of the growing community. The recent opening of BASE, the community and recreation center that was funded by a \$24M campaign, provides a launch pad to greatly broaden BSCO’s trails network, health and wellness programs, parks, recreational athletic leagues, and community building initiatives.

The Finance Assistant will be responsible for supporting the Controller in the organization by entering day to day financial transactions, assist with reports and presentations, assist with developing procedures to improve efficiency and entering end of month journal entries for review.

ESSENTIAL JOB FUNCTIONS

Primary Responsibilities

- Code accounts payable invoices in hubdoc software for approval.
- Enter all accounts receivable invoices into QuickBooks and mail invoices.
- Pay approved bills through the Bill.com system.
- Enter donations into QuickBooks.
- Code all credit card statements into QuickBooks based on departmental coding.
- Record all day-to-day transactions.
- Maintain financial records in line with internal controls.
- Track contractors annually ensuring they have all necessary paperwork and documents required.

Secondary Responsibilities

- Coordination with Controller on budgets.
- Coordination between finance and development to ensure accuracy of both systems.
- Data mining.
- Assist in month end and fiscal year end closing process.
- Assist with budget versus actual projections for various departments.
- Assist with monthly and ad hoc financial reporting.
- Assist Controller with data needed for Grant Applications.
- Participate in staff meetings.



- Assist the Controller with other administrative duties as they arise.

EDUCATION AND EXPERIENCE

- Commitment to the BSCO mission and vision
- Must hold a High School Diploma or GED
- Have 3-5 years' experience with finance and administrative responsibilities
- Experience with Microsoft office software – expert with Excel
- Experience with QuickBooks preferred
- Ability to understand financial data, processes, and procedures
- Ability to work with a team
- Excellent communication skills
- Able to handle confidential information as it relates to this position

PREFERRED SKILLS AND BACKGROUND

- Have strong independent work ethic with ability to work independently with limited supervision in a field and office environment.
- Must possess excellent interpersonal and customer service skills.
- Ability to work effectively and diplomatically with people of diverse interests and personalities.
- Ability to keep neat and accurate records and reports with great attention to detail.
- Must pass a background check.

DISCLAIMER AND ACKNOWLEDGMENT

This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list.