



PARTNERSHIP HEALTH CENTER, INC.
invites applications for the position of:

Staff Accountant

SALARY:	\$25.07 Hourly (Grade 9)
OPENING DATE:	01/20/26
CLOSING DATE:	02/02/26 05:00 PM
BARGAINING UNIT:	This position will be covered under a Collective Bargaining Agreement (CBA) once negotiations are complete. Until then, the role will follow current organizational policies and procedures.
SCHEDULING/HOURS OF WORK:	Regular Full-Time, 40 Hours Per Week

Located halfway between Yellowstone and Glacier National Parks and home to the University of Montana, Missoula is an academic center situated in an outdoor enthusiast's paradise. Depending on the season, you can hike, ski, fish, float rivers, ride mountain bikes, or just sit back and marvel at the surrounding scenery. Join us in scenic, sophisticated, and service-oriented Missoula!

Partnership Health Center (PHC), 2019 and 2022 winner of the Employer of Choice Award for Missoula, and 2022 winner of the Montana Employer of Choice Award, offers impeccable, integrated services to almost 18,000 individuals and families. A 14-site, Federally Qualified Health Center in Missoula County, PHC fulfills its mission through the provision of a full range of primary care services - medical, dental, behavioral health, and an on-site pharmacy with a dedication to attending to the social determinants of health. Please visit our [website](#) to see the amazing benefits you will receive by joining our team such as medical (no cost for employee), dental, and vision insurance, loan forgiveness, retirement plan contributions, and generous paid sick and vacation time.

DEFINITION:

Performs professional, general ledger accounting for the Finance Division of Partnership Health Center (PHC).

REPRESENTATIVE EXAMPLES OF WORK:

Performs general ledger account analysis and reconciliation; prepares and edits complex and detailed operational and financial reports; and incorporates non-general ledger financial information from the health record system, other schedules and unlinked data sources to create meaningful documents.

Reconciles internal financial reports with PHC's accounting system; verifies accuracy of data and corrects errors; tracks fixed assets; maintains depreciation schedule; and prepares journal entries as assigned.

Compiles and analyzes financial data to assist in the development of fiscal year budgets. Prepares a variety of financial reports as directed for annual audit and government reporting.

Prepares daily and trending reports for Revenue Cycle Management and Financial Operations oversight. Assists with the analysis of reports and works to implement process improvement where necessary.

Assists the Controller and the Senior Accountant in the monitoring of grants to ensure compliance with all financial requirements; submits invoices to oversight agencies; tracks grant funds and updates compendium monthly.

Tracks and records changes in PHC staffing, including new hires, terminations, vacant positions, wage changes, and cost center allocation.

Provides backup to Accounting Specialists for reconciliation of daily cash receipts and disbursements, timekeeping, and accounts payable processing as needed.

Assists other departments, agencies, and the general public to interpret accounting reports and information, and to identify and correct errors.

Performs related work as required or directed.

OTHER DUTIES:

Prepares work papers as requested for annual audit. Performs related work as required or directed by the Controller or Assistant Chief Financial Officer.

SUPERVISION RECEIVED: Works under the direction of the Assistant Chief Financial Officer or designee.

SUPERVISION EXERCISED: None.

WORKING RELATIONSHIPS: Requires regular contact with all financial services staff, with vendors and with other PHC departments. Has occasional contact with outside audit representatives. Purpose of contacts is primarily to obtain or provide information and to resolve difficulties and to insure effective operations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE: Thorough knowledge of general ledger accounting principles and practices. Considerable knowledge of automated accounting systems and use of spreadsheets. Considerable knowledge of governmental or health care accounting practices. Working knowledge of the principles and practices of HIPAA compliance. Working knowledge of the PHC Corporate Compliance Guidelines.

SKILLS: Skill in the use of financial software and automated accounting systems. Skill in the use of a personal computer and related software applications (spreadsheet, database and word processing). Skill in the use of a calculator and other modern office equipment. Skill in the use of HER and pharmacy software.

ABILITIES: Ability to perform detailed work with a high degree of accuracy. Ability to plan and execute a work plan with multiple deadlines. Ability to work as part of a team. Ability to establish and maintain effective working relationships with diverse individuals and groups. Ability to communicate effectively in the English language, orally and in writing. Ability to perform moderately complex mathematical calculations accurately and the ability to reconcile computerized output with source documentation and to make corrections. Ability to work

independently and productively with minimum supervision. Ability to interpret regulations and to make responsible decisions in accordance with established policies and procedures.

MINIMUM QUALIFICATIONS:

An equivalent combination of education and experience may be considered.

EDUCATION: Bachelor's degree required. Degrees best suited to this position are accounting, finance and business administration.

EXPERIENCE: Requires one year of general ledger accounting experience. Health care or governmental accounting experience desired.

SPECIAL REQUIREMENTS: Requires immunizations or proof of immunity to certain infectious diseases and a TB test. New employees will be asked to volunteer vaccination status for required vaccines upon hire and will be offered assistance during hiring to receive necessary immunizations. Employees who have not received the vaccines required for their positions or who are unwilling to voluntarily provide vaccination status for required vaccines will receive a reasonable accommodation where such accommodation does not require an undue hardship or endanger the health or safety of any person.

PHYSICAL/ENVIRONMENTAL DEMANDS:

The work requires little physical activity and the employee commonly remains in an office setting. A significant amount of the work is performed at a computer work station. Light lifting (20 pounds) may be required. May need to attend off-site meetings on occasion. The employee may risk exposure to communicable diseases. May require evening and weekend hours. This position is not eligible for full-time remote work.

TO APPLY:

- Please email your interest in the position to PHCHR@phcmt.org.
- Please include in your email the following attachments: Cover Letter and Resume.
Please address in your Cover Letter what interests you in working at PHC.
- Incomplete applications will be disqualified.