



Montana University System

Office of the Commissioner of Higher Education

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VACANCY ANNOUNCEMENT

Posted November 19, 2025

Position Title: Director of Accounting and Fiscal Operations
Location: Helena, Montana
Salary: \$110,000 to \$135,000

The Office of the Commissioner of Higher Education (OCHE) invites applications for the position of Director of Accounting and Fiscal Operations.

This position is a full-time, term-contract position renewable annually in accordance with Board of Regents (BOR) personnel policies. The position is eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays, retirement program, staff & dependent tuition waivers in accordance with state law and BOR policy).

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the BOR and administered by OCHE. OCHE serves as BOR staff in the board's constitutional responsibility to coordinate, supervise and manage the MUS. The MUS delivers an array of teaching, learning, research, and support services to more than 45,000 enrolled college and university students across 16 campuses in Montana. OCHE works with campuses to guide and improve student success, academic progress and college attainment, technological and scientific discovery, economic development, and workforce readiness. OCHE also provides academic, administrative, fiscal, legal and policy leadership to the MUS.

Description of Work Unit

The Director of Accounting and Fiscal Operations position is located within the Budget, Administration, and Planning Department in the Office of the Commissioner of Higher Education (OCHE). The position manages accounting and fiscal operations at OCHE and is charged with establishing and maintaining collaborative partnerships with Montana University System campuses and other constituents to support fiscal operations within the Montana University System. The position reports to the Deputy Commissioner of Budget, Administration, and Planning.

Position Overview

Supervises day-to-day functions and operations of the accounting department.

Assists in the development, analysis, and oversight of the Montana University System (MUS) operating budget from the Office of the Commissioner of Higher Education (OCHE).

Works as part of a team at OCHE to prepare and review system-wide budgets, provide information and analyses, as well as improve the current process of budget review and approval.

Facilitates and assists with the preparation of the MUS budget proposal to the Board of Regents and Governor's Office.

Analyzes, reviews, and monitors MUS budget requests as they move through the Legislative session and ensures all appropriations are accounted for and disseminated appropriately.

Develops, maintains, and coordinates effective internal controls and processes.

Provides oversight and reporting of the 529 College Saving Plan.

Serves as the primary contact for financial-compliance auditors and coordinates collection of audit information.

Key Responsibilities

- Assists in the process of analyzing, consolidating, and presenting the annual MUS operating budget
- Prepares and reconciles fiscal year budgets and integrates biennial budgets into the financial management system
- Updates and monitors expenditures and revised budgets
- Utilizes the MUS Finance Data Warehouse to extract information and create reports
- Populates, monitors, and analyzes data in SABHRS, IBARS, and WizeHive
- Provides information to campuses involved in preparing and reconciling budgets
- Prepares required and ad hoc budget reports for external entities
- Coordinates the process for the biennial approval of campus tuition and fees
- Assists in the development and analysis of new and existing budget models/formulas, including the community college funding formula and the performance funding model
- Analyzes variances, forecasts revenue and expenditures, and develops custom reports
- Monitors general fund and special revenue funds for campus distribution and prepares documentation for periodic fund distributions to campuses
- Measures, analyzes, and continually improves key operating budget metrics
- Develops and maintains accounting policies and procedures
- Tracks general spending authority for capital projects
- Serves on the 529 Plan Oversight Committee and as liaison to the Board of Regents
- Facilitates, monitors, and assists with the coordination of OCHE procurements

Qualifications

- Strong interpersonal communication skills, in addition to well-developed analytical and problem-solving abilities
- Knowledge and familiarity with both governmental and higher education fund accounting
- Proficient at using software applications to conduct data analysis, data extraction, and report development
- Proficient in use of software packages designed to display data visually
- Proficient in statistical and/or financial analysis, with the ability to analyze detailed information and provide a concise summarization of results
- Effective written and oral communication skills
- Ability to work both independently and collaboratively on a team
- Able to build and maintain good interpersonal relationships with work associates and internal and external constituencies
- Demonstrate strong organizational skills, flexibility, good judgment, high energy, attention to detail, and problem-solving skills

Required Education and Experience

- Bachelor's degree in accounting with significant experience in higher education administration/fiscal operations, or a master's degree in finance, accounting or business
- Minimum of five years of demonstrated progressively responsible accounting and/or budget experience
- Experience working with the Statewide Accounting, Budget, and Human Resource System (SABHRS) and IBARS in Montana

Application Requirements

Please submit (1.) a cover letter that addresses the qualifications, duties and responsibilities listed in the vacancy announcement, (2.) a comprehensive resume, and (3.) a list of three professional references. Applications may be mailed to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201, or emailed to OCHEhr@montana.edu. Electronic submission of application materials is encouraged.

The position is open until filled. Candidates should submit applications by **5:00 p.m. on Wednesday, December 10, 2025**, to receive early consideration in an initial screening of applications. This position is eligible for veterans' preference in accordance with state law. Approval will be obtained before contacting the candidates' current employer.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodation. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

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