PROSPERA

Job Opening – Staff Accountant

Posted: October 1, 2026.

Location: In Person on site – Bozeman, MT

Starting Salary: $65,000 to $78,500 per year

- ✓ Health Insurance: 100% paid for employee (Silver, Blue Cross Blue Shield plan)
  - Health
  - Dental
  - Vision
- ✓ Employer contribution Health Savings Account (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 34 Paid-Time Off days (20 PTO + 14 Holidays)
- ✓ Monthly phone stipend
- ✓ Parental Leave
- ✓ Professional Development Opportunities

Prospera is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their local business – which in turn strengthens our region's economy and communities. Founded in 1985, Prospera has deep roots that connect us to the people and communities across SW Montana.

Position Summary:
The Staff Accountant works with the CFO, and the Prospera team, to provide support to both the accounting and lending operations at Prospera. This is an exciting opportunity for accountants also interested in the world of finance.

The accounting systems at Prospera are well-established and include a multi-class accounting system supporting multiple federal and state grant programs. This position supports accounting operations by ensuring our A/P and A/R functions are completed in a timely manner, and our bookkeeping system and records are accurate and up to date. This role will support and coordinate their work with the CFO and will provide a customer service function with staff, members, and vendors regarding transactions and payments. This role will support two non-profit entities: a 501c4 and 501c3.

This position plays a critical role in supporting Prospera's finance and lending operations. The Staff Accountant works with potential and existing loan clients. This position will play a supporting role in the lending analysis process and in determining eligibility.

Desired Skills:

- Enjoys playing a supportive role for important business operations that involve trusted financial duties and strong attention to detail.
- Brings a positive attitude for managing multiple responsibilities through to timely completion.
- Organized and demonstrates time-management skills focusing on weekly and monthly responsibilities.
- Customer service oriented supporting Prospera staff and clients.

Required skills:

- Bachelor's degree in Accounting, Finance, or related field
- 3+ years of accounting experience, finance experience is a plus
- Solid understanding of GAAP and core accounting principles.
- Strong understanding of business financial statements.
- Proficiency with QuickBooks desktop and Excel.
- Excellent organizational and time management skills
- Ability to work independently and multi-task in a busy environment.
- Demonstrated knowledge of efficient financial and business operations.
- Professional written and verbal communication skills.

Duties and Responsibilities:

Accounting and Bookkeeping

- Provide consistent and regular workflow to assist in timely monthly close of our financial statements.
- Accounts Receivable: Set up members, monthly membership billing, prepare weekly reports, prepare invoices, receive electronic payments through multiple systems.
- Accounts Payable: Set up vendors, collection of W9s, bill entry, and weekly preparation of checks for payment.
- Accurately reconcile assigned bank accounts and file records per accounting and audit standards.
- Manage and record staff credit card transactions.
- Provide monthly financial program reports, as delegated, to ensure information is shared on a timely basis.
- Enter loan payments and create billing.
- Weekly bank deposits.
- Monthly closing entries as assigned.

Finance and Business Operations

- Monthly reconciliation of multiple databases to QuickBooks including the membership CRM (Little Green Light), business training CRM (Neoserra), and our loan fund software (DownHome Solutions).
- Assist as needed with quarterly preparation of expense reports for grant funding and claims.
- As directed, provide documents, records and files for our annual independent audit and the periodic audit of federal, state, and local programs.
- Assist in preparation of documents for all local government revolving loan fund audits.
- Maintain our current filing system and support our archive policies for recordkeeping, file storage, and shredding of private files.
- Other duties as assigned.

Business Lending Operations

- Work directly with potential loan clients and Prospera's Business Advisors to respond to loan inquiries, assist with applications, communicate documentation requirements, and coordinate timely collection of borrower information.
- Create and Maintain client loan files.
- Assist the CFO with loan client eligibility, financial information, credit analysis, and underwriting preparation.
- Prepare closing loan documentation using Compliance One Software.
- Support loan closings and verify all documents received.
- File all required liens and follow up to ensure all collateral is secured.
- Coordinate and attend loan committee meetings and take minutes.
- Monthly loan billing and account balancing.
- Outreach to existing loan clients for collection of client financial statements and tax returns.
- Payment collections and follow up as needed.
- Work with the CFO to set up and maintain accurate data in our loan management software.

Other Duties

- Occasionally attend Prospera events to provide support services or handle duties as assigned.
- Assist with annual 1099 statement preparation.
- Support Prospera's workplace culture and core values.
- Collaborate and support Prospera membership, events, and fundraising.
- Maintain administrative processes, procedures, and other duties as assigned.
- IT projects as directed.

Work Conditions:
The work week is generally Monday - Friday 8:30 am to 5:00 pm. Standing, lifting and some moderate physical requirements (ability to lift 25+ lbs.) are necessary along with a personal vehicle, valid driver's license and insurance as some local travel may be required. This position is based in Bozeman, MT.

To Apply:
Email a cover letter describing your interest in the position and a resume. The cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application with "Accountant" in the subject line to:
CMurray@ProsperaMT.org

Initial application review deadline is November 13, 2026.
After the deadline, applications will be reviewed as received. This position is open until filled.