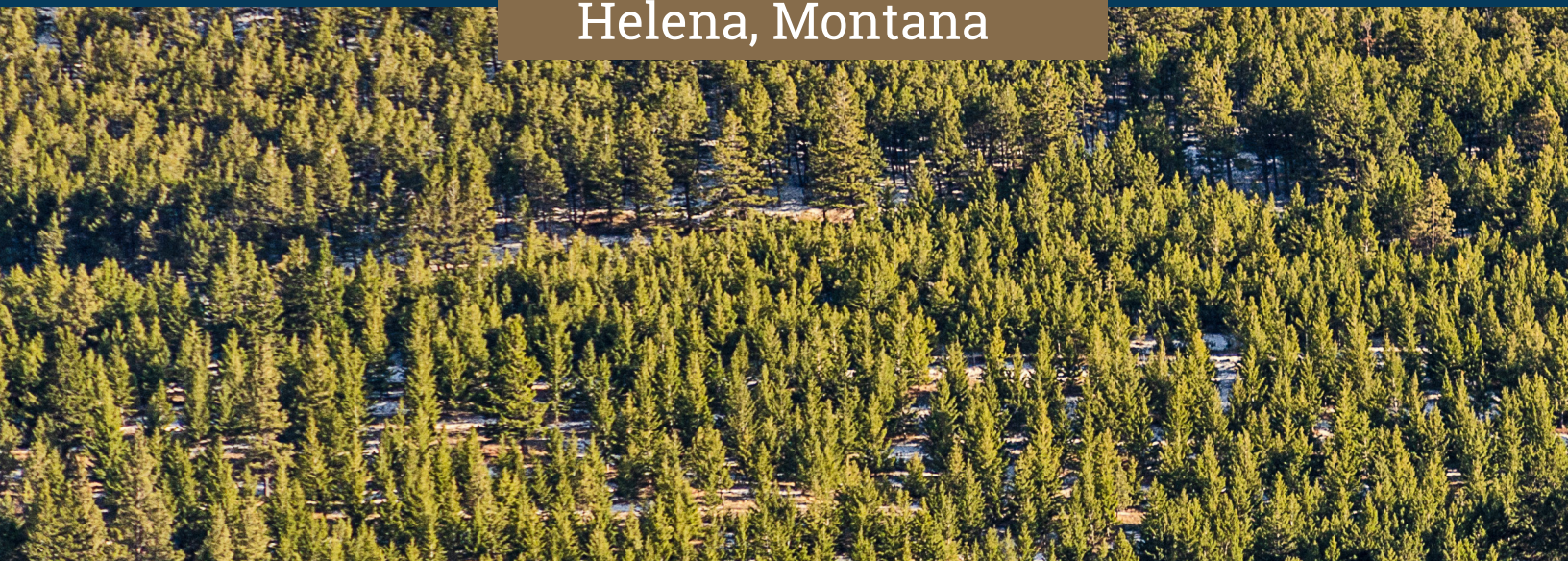




Finance Director

Helena, Montana

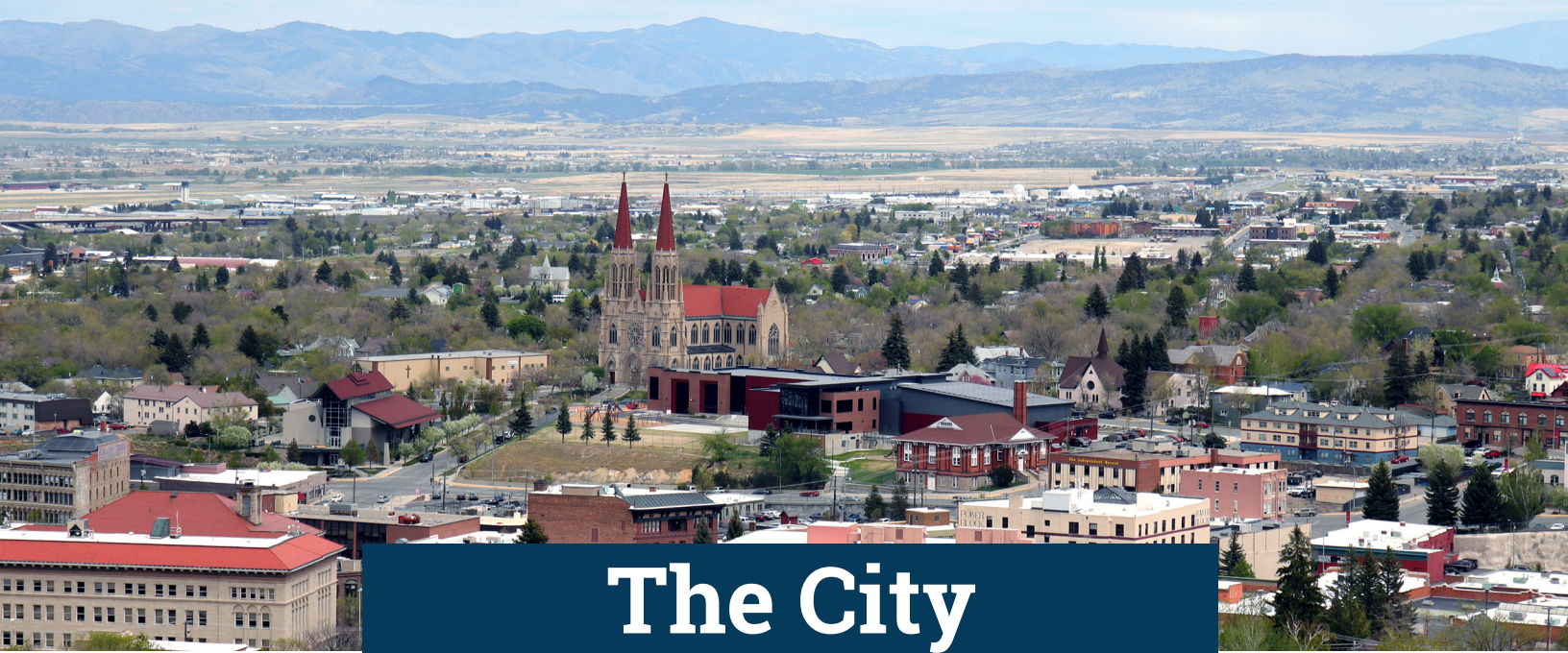


Position Profile

Next Review of Applications: July 1, 2026
Submit cover letter and resume to efehr@helenamt.gov.



City of
Helena



The City

Overview

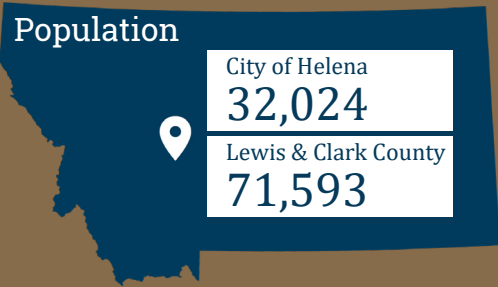
Located near the Missouri River at the eastern foot of the Continental Divide, Helena offers spectacular views and endless recreation opportunities. The City sits in a fertile valley surrounded by rolling hills and lofty mountains. Mount Helena and Mount Ascension form scenic backdrops to the south and west of town, which are home to over 70 miles of recreational trails.

Helena is a centrally located hub for government and business, serving as Montana’s Capitol city and Lewis and Clark County seat. The city is a mid-way point between Yellowstone and Glacier National Parks, and is also a short car ride to the other metropolitan areas in the state.

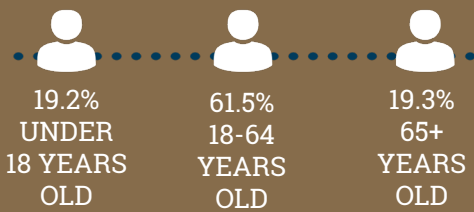
The city boasts a historic downtown with local shops, restaurants, and breweries. Helena’s creativity shines through organizations like the world-renowned Archie Bray Foundation for Ceramic Arts, several local theaters and art museums, the Helena Symphony, and the Montana Historical Society Museum. The area also has a strong educational presence with two public high schools, one private college (Carroll College) and a two-year college (Helena College, University of Montana).

Helena is known as the Queen City, which comes from its rich Gold mining history. Today, you will find a close knit community with a strong connection to its past. It truly is a gem in the middle of the Treasure State.

Helena at a Glance



Population by Age



Housing in Helena





The Department

Overview

The City of Helena’s Finance department is composed of four different units: Administration and Budget, Accounting, Grants and Procurement and Utility Customer Service. Each division collaborates with each other to provide customer service to external stakeholders, internal staff, the City Manager, and the City Commission.

The division strives to improve efficiency, challenge the status quo and seek improvements in the way we do business in order to meet our customers’ demands for accurate and timely financial information, timely billing and payments, accountability and transparency.

City Government

The City of Helena is governed by a Mayor and four Commissioners. The City Manager leads departments in carrying out the policies established by the Commission. The City Attorney is selected and supervised by the City Manager.

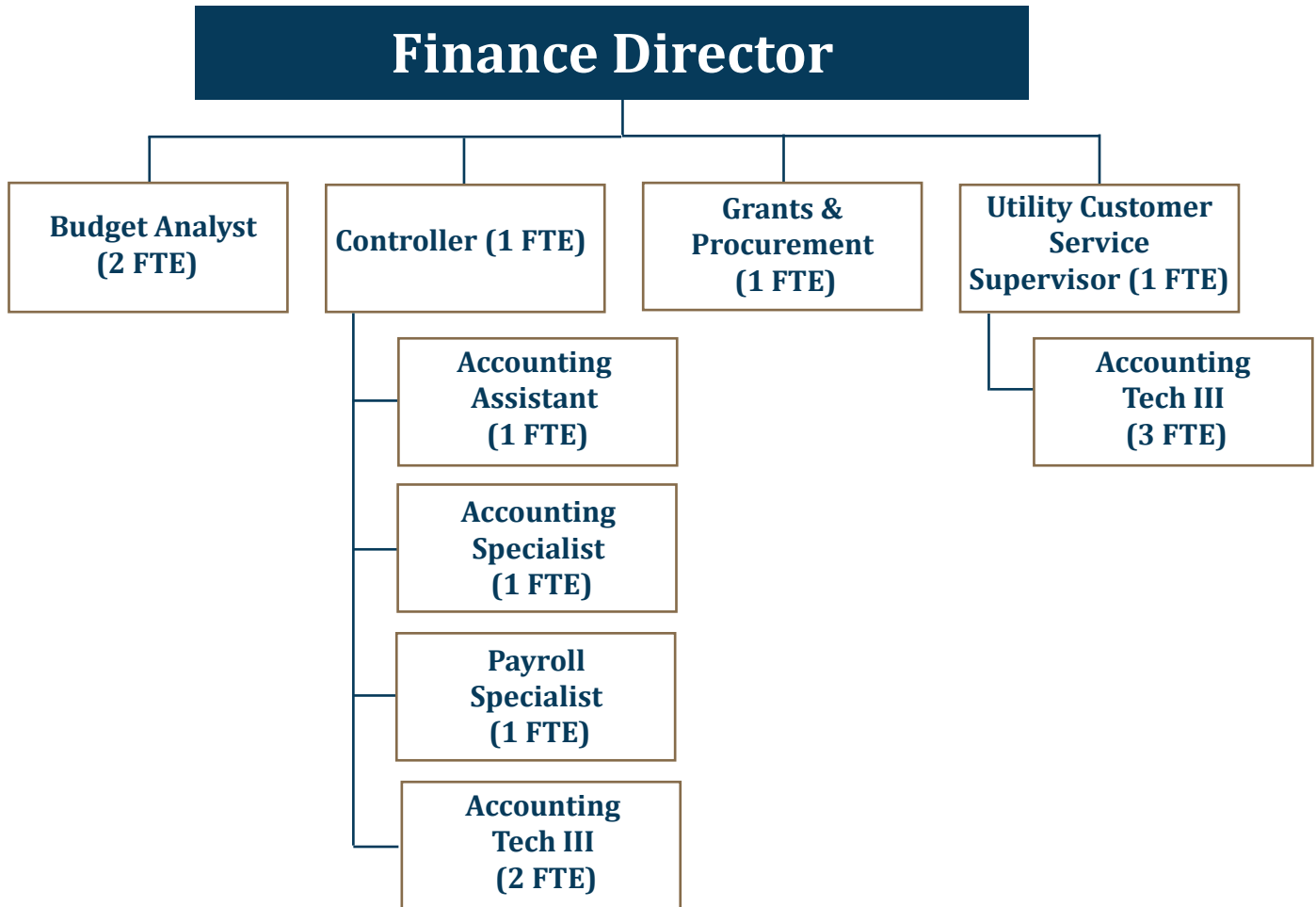




The Department

Leadership Structure

Reporting directly to the City Manager, the Finance Director oversees a team of 13 staff members. In addition to managing the department, this position also serves on the City leadership team. In this capacity, the Finance Director has input and influence on all aspects of City operations and is an integral part of the team that is responsible for the future of the City.





The Position

Overview

Job Purpose

This position is a member of the Executive Team and responsible for the long-range financial and budget planning of the City of Helena. The work performed by this position involves administration of financial affairs of the city government in accordance with the law. The position shall have oversight and control in all matters pertaining to the interpretation and implementation of generally accepted accounting principles, issuance of debt, and the financial recording and reporting of the city, its boards, agencies, departments, and funds including general, proprietary, fiduciary and other government funds.

Compensation & Benefits

- \$135,000-\$150,000 per year depending on qualifications
- Excellent Medical plans, including traditional and HDHP
 - Family premium is currently \$330/month with a City-paid \$295/mo. Health Savings Account contribution for HDHP participants. Employee-only pays \$0 for dental and vision insurance.
- Participation in MT PERS Retirement System
 - 9.17% City Contribution or Defined Benefit Plan
- Generous Paid Vacation & Sick Leave Policies
- 12 paid holidays (13 during election years)
- \$25k employer paid life insurance and AD&D
- 457b deferred compensation plan available



The Position

Job Responsibilities

Finance Dept. Management and Administration

This position leads the following organizational functions: Budget, accounting, investments, debt service, utility billing and customer service, business & other miscellaneous licensing, grants administration, city-wide procurement, information technology special projects, city-wide revenue analysis, calculation, billing and forecasting including fees, charges for services, mill levies, and special assessments.

This position is responsible for successfully developing and evaluating goals and performance metrics for the finance division; establishing and evaluating policies and procedures; evaluating the efficiency and effectiveness of service delivery; identifying and implementing continuous improvement efforts to achieve exemplary financial management; and evaluating and leading the integration of applications that automate functions to improve service delivery.

Additionally, the position is responsible for recruiting and leading staff; evaluating workloads and assigning responsibilities; providing and coordinating staff training and professional development; implementing and assisting supervisors with performance improvement plans, discipline and termination recommendations.

This position may represent the City's interest on or with various committees, boards groups as appointed, assigned and/or approved by the City Manager. The Finance Director provides financial analysis and recommendations to support decision making.

To view the full description of job responsibilities, please refer to the full job description.



The Position

Skills & Knowledge

A successful Finance Director will exercise considerable judgment, professionalism, and be personable with a strong background in financial leadership.

The successful candidate will possess proven knowledge of:

- Business and management principles involved in strategic planning, resource allocation, and coordination and motivation of people and resources.
- Sound fiscal management: Knowledge of principles and practices of public sector accounting, auditing, budgeting, internal controls, and financial reporting standards.
- Understanding of current and emerging federal and state laws, policies, regulations, methods and procedures regarding governmental accounting, budgeting and purchasing principles, theories and concepts.
- Generally Accepted Accounting Principles and Government Accounting Standards
- Strategic long-range revenue and expenditure forecasting that promotes fiscal sustainability
- Cost of service, and cash flow analysis and projection
- Municipal government budget coordination and development
- Municipal debt issuance, financing, management, and reporting
- Implementation and administration of Enterprise Resource Planning systems

Leadership and Interpersonal Skills

- Build a talented, effective team: Hire, mentor, develop, retain and manage diverse staff. Assemble and reinforce a cohesive, dedicated, highly effective inter-disciplinary team. Build trust to inspire and achieve change management.
- Effectively communicate, both orally and in writing, to public service groups, the governing body, and the general public on financial and budgeting matters.
- Build alliances and collaborate across boundaries to create strategic relationships. Inspire action without relying solely on authority. Perceive the complexity of situations quickly.
- Streamline and remove processes that do not bring value. Measure success based on data and results. Set high standards of performance, using accountability measures and benchmarks to track progress.
- Provide vision and leadership to develop, implement and monitor budgets to ensure the effective, creative, and flexible use of available resources to achieve the City's goals.



Applications

Overview

Minimum Qualifications

This position requires a bachelor’s degree in business administration, Finance or related field with an emphasis in accounting from an accredited college or university. A Master’s Degree in a related area is preferred. The position requires a min. of 6 years of progressively responsible experience with emphasis on public administration, government finance and budgeting and a min. of 4 years of management and supervisory experience. Must be familiar with Enterprise Resource Planning Software. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License & Certification

Possession of certification as a Certified Public Accountant and/or Certified Public Finance Officer or ability to obtain within one year of hire.

Equal Opportunity Employer

The City of Helena is an equal opportunity employer. All qualified candidates are encouraged to apply.

The City prohibits discrimination on the basis of sex, age, race, color, religion, creed, national origin, physical or mental disability, marital status, political beliefs, veteran’s status, sexual orientation, gender identity or expression, or genetic information.

Contact us

Applicants can contact the City of Helena Human Resources department at cityhr@helenamt.gov or (406) 447-8333 with any questions.

Next Review of Applications: July 1, 2026



Visit www.helenamt.gov/employment/



Submit cover letter & resume to Erika Fehr at efehr@helenamt.gov.