



CHIEF FINANCIAL OFFICER

\$135,000 - \$160,000 DOQ

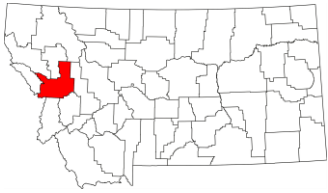
Plus Excellent Benefits

Apply by
November 9, 2025
(First Review, Open Until Filled)

PROTHMAN

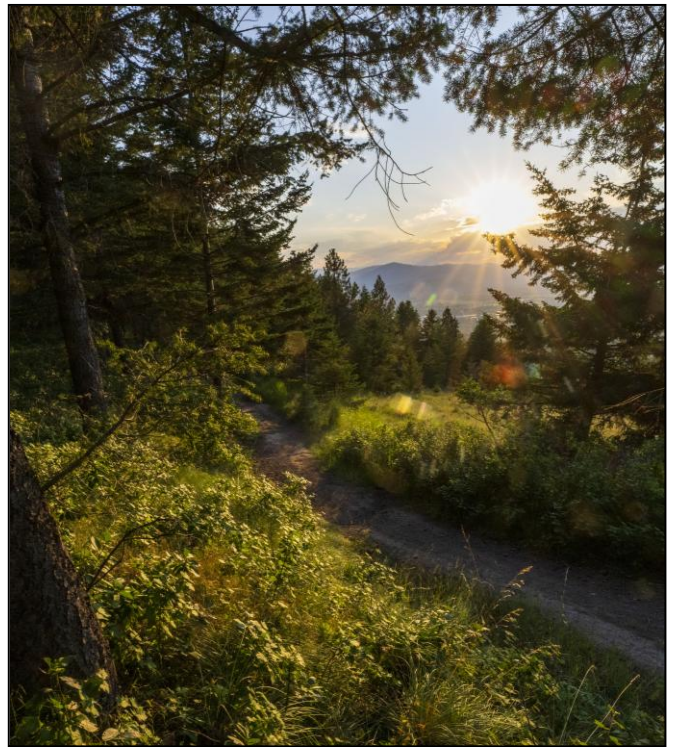


THE COMMUNITY



Missoula County is located in western Montana at the heart of the Northern Rockies. The county serves as a regional hub for government, healthcare, education, and commerce. The County is home to the City of Missoula - the state's second-largest city - and home to the University of Montana. With approximately 118,000 residents, the county spans over 2,590 square miles of land. Known for its high quality of life, the region offers a balance of urban services and amenities alongside expansive public lands, rivers, and wilderness areas. Missoula County's diverse economy, cultural vitality, and strong sense of community make it a desirable place to live and work.

The city of Missoula offers a thriving arts and cultural scene, with museums, galleries, live music venues, and community events that reflect the area's creative energy, while the University of Montana contributes to the region's academic vitality.



Residents enjoy easy access to expansive public lands, rivers, and mountain trails, supporting year-round outdoor activities such as hiking, skiing, fishing, rafting, and wildlife viewing. This blend of urban services, cultural richness, and natural beauty has earned Missoula County a reputation for having an exceptional quality of life. Whether drawn by its strong sense of community, economic opportunities, or outdoor lifestyle, Missoula County stands out as a premier location in the Inland Northwest.

THE COUNTY

Missoula County, Montana, serves a diverse and growing population through a wide range of departments and divisions that include public safety, public health, infrastructure, land use planning, elections, financial services, and community and cultural programs. Key departments include the County Attorney's Office, Sheriff's Office, Detention Center, Public Works, Community and Planning Services, Public Health, Human Resources, Financial Services, and the Commissioners' Office, among others. The County is governed by a three-member Board of County Commissioners, each elected to staggered six-year terms. For Fiscal Year 2024–2025, Missoula County operates with a total budget of approximately \$254 million and supports over 900 full-time equivalent (FTE) positions across all departments and services.

THE DEPARTMENT

The Missoula County Financial Services Department operates with a Fiscal Year 2024–2025 budget of approximately \$1.8 million and is staffed by 10 full time employees which include accountants, analysts, payroll specialists, and grants managers. The Department is responsible for managing the County's financial operations with integrity, transparency, and accountability. The department ensures compliance with state and federal regulations, supports strategic financial planning, and provides accurate and timely financial information to internal departments, elected officials, and the public.

The department is organized into five key divisions, each with distinct responsibilities.

Accounting manages the general ledger, accounts payable, and accounts receivable. The Division also prepares the County's Annual Comprehensive Financial Report (ACFR), and ensures compliance with Governmental Accounting Standards Board (GASB) requirements.

Budget and Financial Planning develops and monitors the County's annual budget, provides financial forecasting and analysis, and supports departments in aligning budgets with strategic goals.

Payroll processes payroll for all County employees, manages tax reporting and compliance, and administers employee deductions and benefits coordination.

Grants and Special Revenue oversees financial management of federal, state, and local grants. The division also ensures compliance with grant requirements and reporting, and supports departments in grant budgeting and tracking.

Internal Controls and Audit Coordination develops and monitors internal financial controls, coordinates with internal and external auditors, and supports audit readiness and implementation of audit recommendations.

Led by the Chief Financial Officer, the department's team provides essential financial services to elected officials, County departments, and the public, supporting long-term fiscal stability and effective delivery of County services.



THE POSITION

Reporting to the Chief Administrative Officer, the CFO oversees budgeting, accounting, payroll, grants, investments, debt management, and financial reporting, while serving as the County's Budget Officer.

The CFO directs preparation of the Annual Comprehensive Financial Report, manages the annual audit, and supervises departmental staff through the Financial Services Director. This role also guides investment strategies, capital financing, and analysis of proposed legislation. A key member of the Senior Management Team, the CFO provides expert financial leadership to elected officials and staff, promotes the effective use of the County's Workday ERP system, and fosters collaboration across departments and with external partners.

To view the full responsibilities of the position, please view the attachment found [here](#).



OPPORTUNITIES & PRIORITIES

Building Strong Relationships:

The incoming CFO will play a key role in strengthening relationships across the organization, including with elected officials who are part of the County's staff structure. This will require excellent communication skills, a collaborative leadership style, and the ability to build trust and alignment across departments, leadership teams, and governance bodies.

Workday ERP Support and Implementation:

Missoula County is in the midst of implementing its new Finance and Human Capital Automated Self Service System (Workday Finance). The CFO will be actively involved in bringing new modules online, ensuring the system is effectively integrated into financial operations, and helping staff adapt to the new platform. This will be a critical opportunity to drive modernization and improve operational efficiency.

Guide External Financial Audit Efforts:

The County will soon undergo an external financial audit, and the CFO will play a key leadership role in this process. This includes coordinating with auditors, ensuring accurate and timely financial reporting, and supporting the organization in meeting all compliance and performance standards.

Transition into Leadership:

The next Chief Financial Officer will initially serve as the Deputy CFO through December 2026, receiving the full CFO salary while working closely alongside the current CFO. This structured transition period will allow the incoming leader to gain in-depth knowledge of County financial operations and priorities before assuming full responsibilities upon the current CFO's retirement.



THE IDEAL CANDIDATE

Missoula County is seeking a forward-thinking, collaborative, and service-oriented financial executive to serve as its CFO. The ideal candidate will bring a strong foundation in public sector finance, a strategic mindset, and a passion for public service. This person will be a confident communicator and relationship-builder who can translate complex financial concepts into clear, actionable information for elected officials, department leaders, and the public.

The successful candidate will bring deep knowledge of government finance regulations and compliance requirements, and be a dynamic leader with a proven ability to manage diverse financial functions, including budgeting, accounting, payroll, grants, and investments. The ideal candidate will demonstrate a commitment to operational excellence, continuous improvement, and innovation, particularly in leveraging technology such as Workday ERP to enhance financial transparency and efficiency. Experience with bond issuance, investments, and identifying strategic organizational investment opportunities will also be highly valued.

This selected candidate will thrive in a collaborative environment and possess exceptional interpersonal and communication skills, enabling them to build trust and credibility across departments and with external stakeholders. This person will be comfortable communicating at the highest levels of the organization, partnering closely with the Chief Administrative Officer to orchestrate the budget process, explain taxation models, and address fiscal issues with elected officials. An understanding of Montana's taxation models and awareness of current regulatory changes will be essential.

The ideal candidate will be comfortable navigating the complexities of local government finance and will bring a proactive, solutions-oriented approach to addressing fiscal challenges and opportunities.

As a key member of the County's Senior Management Team, the CFO will play a central role in shaping the County's financial future. Candidates should be approachable, technologically adept, and strategically minded. They will be energized by the opportunity to serve a vibrant and growing community and to support the delivery of high-quality services to Missoula County residents.

REQUIRED EDUCATION & EXPERIENCE

- A Master's degree in accounting, finance, business administration, public administration, or a related field.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).
- A minimum of five (5) years of progressively responsible experience in governmental finance, accounting, or budget administration, including supervisory experience.



**For more information on
Missoula County, please visit
www.missoulacounty.gov**

COMPENSATION & BENEFITS

- **\$135,000 - \$160,000 DOQ**
- Medical, no cost for employees, only premium.
- Dental Insurance.
- Vision Insurance.
- 20K Life Insurance Policy for employees plus buy-up option.
- Montana Public Retirement options.
- 457(b) Option.
- FSA, Medical and Dependent Care Options.
- Short Term Disability Insurance.
- Long Term Disability Insurance.
- Voluntary Critical Illness Plan.
- Long Term Care Plans.
- Pet Insurance.
- 15 - 24 days per year of vacation based on length of service (increasing at 10, 15, and 20 years), with accrual up to twice the annual maximum.
- 8 hours of accrued sick leave per month with unlimited accumulation.
- 10 paid holidays per year, plus State General Election Day on even numbered years.

Missoula County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 9, 2025** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Missoula County, MT – Chief Financial Officer**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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