

Job Title: Bookkeeper for Boise Contemporary Theater
Job Type: Contractor, Part-time
Salary: \$20-25/hr Depending on Experience



Boise Contemporary is Idaho's only professional theater company focused on producing new works about the human experience. A successful candidate will be responsible for the bookkeeping of Boise Contemporary Theater as well as some administrative duties.

Duties and Responsibilities:

- Processing income and receipts and entering data into Quickbooks, maintaining clear digital and physical records
- Preparing monthly financial statements with CPA for Board of Directors
- Paying vendor invoices and tracking bank account and credit card balances
- Preparing employee and contractor wages on a weekly basis
- Completing Sales Tax payments each month
- Working with CPA to complete annual audit
- Support Managing Director with annual budget
- Assist with additional administrative tasks as needed

Work Environment:

Boise Contemporary is a highly collaborative, high-energy work place. Performance and Education programming changes every 6-10 weeks while the day to day work remains relatively consistent.

Experience:

- Bookkeeping Experience: 1+ years (required)
- Experience working with Quickbooks online (preferred)

Preferred Qualifications:

- Highly organized with great attention to detail
- Strong verbal and written communication skills
- Self-sufficient with the ability to prioritize and execute tasks

Benefits:

- Company events including Main Stage productions and readings
- Flexible work schedule, option for partially remote after 6 month trial period

If you are interested in the position, please contact Emily Mahon:

Email: em@bctheater.org

Phone: (208) 331-9224

Open until filled.