

Title: Finance Manager
Hours: 20-30 hours/week
ROP: Contract: \$25/hour
Reports to: Managing Director



Boise Contemporary Theater is a professional nonprofit theater company in Boise, Idaho, whose mission is to inspire our community to examine our perspectives and better understand ourselves, each other, and the world around us by creating thought-provoking stories of the human experience.

A successful candidate will be responsible for the bookkeeping of Boise Contemporary Theater in addition to other administrative duties.

Responsibilities of the Finance Manager include

- Keep an accurate record of BCT's financial activities using Quickbooks Online
- Work with our CPA to maintain healthy and accurate accounting
- Prepare documents, reports & records for annual audit and tax return as prepared by Harris CPA's, generally occurring between July and September of each calendar year
- Supply the Managing Director with current, reconciled financial statements for the monthly Board meetings
- Monitor bank accounts and check transitions
- Reconcile and monitor credit card spending
- Run weekly payroll & cut necessary checks for all staff and artists
- Stay current with artist union dues and fees, reconciliation & season bonding
- Assist the Managing Director with the annual fiscal budget
- Maintain and negotiate relationships with our insurance providers, workman comp, and other vendors
- Make bank deposits, wires, and withdrawals as needed
- Provide reports for Grant support as needed

Qualifications:

- Experience with Quickbooks Online and nonprofit finance management
- Strong attention to detail
- Solid understanding of basic accounting principles
- Strong communication skills
- Strong time management skills
- Proactive in solving problems in a timely manner

Preferred Qualifications:

- Knowledge and experience with ADP
- Passion for contemporary theater