

Title: Finance & Administration Specialist

Hours: Full-Time, 40 hours/week (onsite)

ROP: Range: \$40,000 - \$42,500

Benefits: Health and Vision

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.

Position Summary

The Finance & Administration Specialist supports the day-to-day financial and administrative operations of Boise Contemporary Theater (BCT). This position focuses on accuracy, organization, and timely data entry across all finance-related systems. The Specialist works under the supervision of the Managing Director and receives training and oversight from Synergistic Solutions Consulting (SSC).

Perfect for detail-oriented professionals seeking long-term growth and leadership opportunities within BCT's Finance and Operations team.

Key Responsibilities

- Maintain accurate financial records by entering daily transactions, reconciling across systems (QBO, LUDUS, Square, ADP, etc.), and documenting transactions.
- Reconcile receipts, credit cards, and bank statements monthly, ensuring proper coding and supporting documentation for audits and board reports.
- Process accounts payable, receivable, payroll support, and deposits, maintaining organized digital records for all transactions.
- Assist with monthly financial close and reporting, preparing draft statements and reports under supervision.
- Provide administrative and tracking support for cast/crew contracts and AEA requirements, ensuring all documentation and payments are processed accurately and on schedule.
- Support administrative operations, including digital filing, vendor management, and grant/sponsorship documentation.
- Collaborate with the Managing Director and SSC consultant to ensure accuracy, timeliness, and clear communication in all financial and administrative workflows.

Qualifications

- 2+ years of bookkeeping or administrative experience (nonprofit preferred)
- Proficiency in QuickBooks Online and Excel/Google Sheets
- Strong attention to detail and confidentiality
- Eagerness to learn nonprofit finance and operations

To apply: Send resume and cover letter to em@bctheater.org; Position is open until filled