



T H E A T E R

JOB DESCRIPTION

Title: Accountant
Salary: Commensurate with skills and experience
Hours: M - F Between 9:00am – 5:00pm (flexible)
Part Time: Hourly
Reports To: Executive Director

SUMMARY

The Accountant is the primary bookkeeper for all operations of ABT. This person maintains general ledger using Quickbooks, balance and reconcile accounts, process accounts payable and receivable, event settlements and monthly bank account reconciliation. Process bi-monthly payroll and maintain payroll records including vacation and sick hours, benefit plans and state and federal payroll taxes. Maintain accounting files and provide monthly trial balance. Assist with preparation and presentation of financial reports for Board of Directors and Finance Committee meetings as requested and assist with annual financial audit.

Experience and knowledge of general accounting, payroll, and familiarity with Quickbooks and excel is required. Bachelor's degree with 5 years prior experience with accounting is preferred. As a representative of the theater this person must have excellent communications skills, pleasant demeanor and maintain a professional appearance. This person must be a team player and work collaboratively with other staff to ensure the success of ABT. This position will be approximately 25 – 30 hours per week during normal business hours. Detailed responsibilities and duties are posted on www.albertabairtheater.org.

To apply email a letter of interest, resume and references by December 31, 2022.
abt@albertabairtheater.org or mail:

Alberta Bair Theater
PO Box 1556
Billings, MT 59103-1556



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RESPONSIBILITIES AND DUTIES INCLUDE

1.0 General Ledger

- 1.1 Enter all income and expenditures in Quickbooks.
- 1.2 Ensure record keeping conforms to GAAP and applicable regulations.
- 1.3 Ensure entries are posted to the correct accounts.
- 1.4 Enter and track all grants and awards.
- 1.5 Assist Executive Director in developing and identifying accounts as needed.

2.0 Accounts Payable

- 2.1 Ensure bills and invoices are paid in a timely manner.
- 2.2 Ensure payments have been approved by the Executive Director.
- 2.3 Prepare payments and payment instruments.
- 2.4 Give checks to Executive Director for signatures.
- 2.5 Record all amounts paid.
- 2.6 Resolve payment issues with vendors as appropriate.

3.0 Accounts Receivable

- 3.1 Maintain records and accounting of all amounts owed to ABT.
- 3.2 Prepare and send bills and invoices as needed.
- 3.3 Record all amounts billed and received.
- 3.4 Communicate with delinquent payees.
- 3.5 Notify Executive Director of delinquent accounts.

4.0 Event Reconciliation

- 4.1 Identify expenses associated with individual events.
- 4.2 Track and reconcile all ticket revenue for individual events.
- 4.3 Identify non ticket revenue associated with individual events.
- 4.4 Review box office statements and event reports.
- 4.5 Assist Executive Director in preparation of final reports for each event.

5.0 Bank and Endowment Reconciliation

- 5.1 Review bank statements and reconcile with ABT records.
- 5.2 Review merchant service statements and reconcile with box office and concessions statements.
- 5.3 Review endowment statements and make appropriate GL entries.
- 5.4 Review Montana Community Fund statements and make appropriate GL entries.
- 5.5 Work with appropriate staff or parties to resolve inconsistencies.

6.0 Annual Audit

- 6.1 Prepare initial trial balance.
- 6.2 Work directly with auditors and provide documents as requested.
- 6.3 Ensure that all information is prepared for the auditors.
- 6.4 Assist Executive Director and ensure that all information is prepared for the audit and tax documents.
- 6.5 Review audit report and tax documents prior to finalization.
- 6.6 Prepare public copies of documents.
- 6.7 Maintain files and copies of audits and tax documents.

7.0 Payroll and Benefits

- 7.1 Review timesheets and timecards prepared by staff and Executive Director for accuracy.
- 7.2 Prepare bi-weekly paychecks/payroll for Executive Director approval and signature.
- 7.3 Maintain records for vacation days and sick days per company policies.
- 7.4 Maintain records and pay employee benefits per company policies.
- 7.5 File and pay all appropriate payroll taxes.
- 7.6 Calculate and pay any payroll garnishments.
- 7.7 Maintain electronic payroll records.
- 7.8 Respond as appropriate to requests for pay records from government agencies.

8.0 Reports

- 8.1 Prepare accounting reports for the Executive Director, Board Treasurer and Board of Directors as needed or directed.
- 8.2 Prepare reports for government agencies as needed.
- 8.3 Prepare reports for foundations and other funders as requested by the Director of Development or Executive Director.
- 8.4 Ensure insurance reports are filed in a timely manner.

9.0 Additional Duties

- 9.1 Advise and assist Executive Director with development of annual budget and monthly expenditure projections.
- 9.2 Advise Executive Director and Board of Directors as requested and/or appropriate on accounting and financial matters.
- 9.3 Maintain all accounting files.
- 9.4 Attend Board Finance Committee meetings.
- 9.5 Attend Full Board Meetings as requested by the Board or Executive Director.
- 9.6 Maintain a neat and orderly work environment.
- 9.7 Promote ABT and its programs within the community.