



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

## **RESPONSIBILITIES AND DUTIES INCLUDE**

### **1.0 General Ledger**

- 1.1 Enter all income and expenditures in Quickbooks from ABT ticketing system.
- 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.