



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/ Full 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. Detailed responsibilities and duties are posted on [www.albertabairtheater.org](http://www.albertabairtheater.org).

To apply email a letter of interest, resume and references by May 20, 2026.  
[abt@albertabairtheater.org](mailto:abt@albertabairtheater.org) or mail:

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