



Colonial Theater • Willard Arts Center • ARTitorium on Broadway

**Position:** Accountant/Bookkeeper  
**Location:** IFAC Admin Office  
498 A Street, Idaho Falls, ID 83402  
**Schedule:** M-F 9am-5pm; approx. 15 hours weekly  
**Compensation:** \$12,000 to \$15,000 annually, depending on experience.

**Description:**

Seeking a staff Accountant/Bookkeeper for a permanent position. Responsibilities include A/P, A/R, Cash Management, Monthly Financial Statements, Payroll, required tax filings, and annual budget support.

**Position Requirements:**

- Associate Degree in Finance or Accounting or equivalent experience
- 2+ years of accounting experience
- Advanced MS Excel skills required
- Quickbooks proficiency required

Reports to: Executive Director

Please email cover letter and resume to [ifac@idahofallsarts.org](mailto:ifac@idahofallsarts.org)

Closing 1/18/19 or until filled.

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*Our Mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating and presenting a broad spectrum of visual and performing arts in eastern Idaho.*

*The Idaho Falls Arts Council (IFAC), a 501c3 private non-profit, is the owner/operator of the Willard Arts Center, Colonial Theater and ARTitorium on Broadway.*