

**Position:** Accountant/Bookkeeper  
**Location:** IFAC Admin Office  
498 A Street Idaho Falls, ID 83402  
**Schedule:** M-F 9am – 5pm approx. 15 hours weekly  
**Compensation:** \$15,000 to \$19,000 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, annual budget support.

**Position Requirements:**

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

Reports to: Executive Director

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

Closing 08/21/26 or until filled

**COLONIAL THEATER  
WILLARD ARTS CENTER**

450 A Street  
Idaho Falls, ID 83402

**ARTITORIUM ON  
BROADWAY**

271 Broadway  
Idaho Falls, ID 83402  
(208) 552-1080  
[artitoriumonbroadway.org](http://artitoriumonbroadway.org)

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.

**ADMINISTRATIVE &  
TICKET OFFICES**

498 A Street  
Idaho Falls, ID 83402  
(208) 522-0471  
[idahofallsarts.org](http://idahofallsarts.org)

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

