

American Association of Community Theatre is hiring a Part-Time Bookkeeper/Admin

10-15 hours per week

Duties include processing accounts payable, data entry, assisting with the preparation of financial statements and reports, creating and maintaining files, proofreading, editing, and general administrative tasks. Will assist Executive Director with other responsibilities as needed. Good knowledge of bookkeeping and accounting principles desired, detail oriented and organized. Excel and Quicken experience a plus.

To Apply: Send resume and cover letter to Executive Director, Quiana Clark-Roland quiana@aact.org.

Position to be filled as soon as possible.

About AACT: AACT's mission is to "Help Theatres Thrive." We offer a wide range of opportunities for community theatres to share experiences, problems, resources, successes, and their *love* of theatre. We serve both individuals and organizations by providing expertise, assistance, and support so that community theatres can provide the best possible theatrical experience for participants and audiences alike.