P.O. BOX 908, ALTOONA, PA 16603-0908
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(814) 943-4357

Altoona Community Theatre (ACT) is excited to be offering a part-time opportunity for a Bookkeeper/Administrative Assistant for 15 to 20 hours per week at a rate of $15 per hour.

Job Title: Part-Time Bookkeeper/Administrative Assistant

Organization: Altoona Community Theatre
Location: Altoona, PA

About Us: Altoona Community Theatre (ACT) is a 501(c)(3) nonprofit organization whose mission is to produce quality live theatre that is entertaining and intellectually stimulating, provide outlets for residents to express themselves creatively, and to foster appreciation for the arts and stimulate their growth through educational programming. All production work onstage and backstage is performed by over 200 volunteers who donate their time and talents. A team of two staff members and a volunteer Board of Directors is in charge of overseeing the organization's operations. We're excited to expand our office staff with this role.

Position Overview: We are seeking a motivated and detail-oriented Part-Time Bookkeeper/Administrative Assistant to join our office staff. This role partners with our Executive Director and Treasurer to maintain our financial and administrative operations. The ideal candidate will have experience with Quickbooks Online, accrual accounting practices, as well as possess excellent organizational skills, have a knack for multitasking, and demonstrate strong interpersonal skills. Enthusiasm about the arts is a major plus! Join us in a casual office atmosphere with flexible hours, with the opportunity to self-schedule and occasionally work-from-home. Be part of a culture that is not only passionate about their work but also about supporting each other.

Applicants should forward a cover letter and resume by **December 30** to: act@altoonacommunitytheatre.com.

ACT is an Equal Opportunity Employer. We provide equal opportunity to all qualified individuals regardless of race, color, religion, age, genetic information, gender, gender expression or identity, sexual orientation, national origin, veteran orientation, or veteran status, pregnancy, disability, marital status or any other legally protected categories under local, state of federal laws. We believe a culture of diversity and inclusion provides unique perspectives that help make the workplace more innovative, engaging and profitable.