BOOKKEEPER ASSISTANT

The Northwest Washington Fair hosts the biggest party in Whatcom County! Celebrating our five core values; Youth, Community, Agriculture, Education and Entertainment. This is a great opportunity to join our team and be part of the Fair experience!

JOB PURPOSE AND SUMMARY
The Northwest Washington Fair, a 501(c)(3) non-profit organization, is seeking a permanent, part-time Bookkeeper Assistant. This is an at-will, non-exempt position working under the direction of and reporting to the Bookkeeper. This position will play a critical role in the day-to-day operations of the Fair Association and Foundation. We are interested in enthusiastic candidates who are accurate in their work, have excellent communication skills and are a team player.

This job is a year-round, part-time, opportunity, with hours that may fluctuate depending on the season and the workload. We anticipate a regular week to be 24-30 hours. Typically, longer hours of work (up to 16 hours per day) may be available during the seasonal peak, which is the time frame leading up to and during the annual Fair. This is usually not more than a two-week period.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES
• Accounts Receivable, Accounts Payable.
• Reconcile sales reports to monies received, resolve discrepancies.
• Purchasing.
• Payroll.
• Assist with general bookkeeping functions.
• Assist with seasonal hiring and department schedules.
• Prepare financial and administrative reports.
• General bookkeeping for the Foundation including, but not limited to, accounts receivable, accounts payable, preparation of bank deposits, reconcile auction revenue to bidder statements, preparing reports for Management and Board, prepare 1099’s.
• Assist with ticket promotions and special events.
• Administrative duties including, but not limited to, answering phones, customer inquiries, ticket and souvenir sales, preparing ID badges, maintaining files.
• Assist other departments as required.

QUALIFICATIONS
• Five years of proven bookkeeping and accounting experience.
• Strong understanding of general accounting principles, practices and procedures.
• Proficient with QuickBooks, Microsoft Office applications (Excel, Word); aptitude to learn other software quickly.
• Proven organizational skills, with attention to detail and ability to prioritize workload in order to stay on schedule, meeting organizational deadlines.
• Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management in a professional manner.
SALARY AND BENEFITS
Salary range is $16.00 to $18.00 per hour, DOE.
Flexible hours, depending on workload.
Non-exempt employees receive overtime pay in accordance with our overtime policy.
Paid Sick Leave and Paid Family and Medical Leave in compliance with Washington State law.
SIMPLE IRA with 3% employer contribution.

HOW TO APPLY
Interested applicants should e-mail a cover letter and resume to Susan Clegg, Bookkeeper/Human Resources.
susan@nwwafair.com
All applications must be received by 4:30 PM on March 9, 2020.