

Central States Fair, Inc Job Description

POSITION: Finance Officer

REPORTS TO: General Manager

EDUCATION: An associates or bachelor's degree in Accounting or Business Administration is preferred. A minimum of five years in an accounting position is also required.

POSITION REQUIREMENTS: Requires practical experience in payroll, accounts receivable and payable, general ledger, bank reconciliation, budgeting, balance sheet, income statements, workers' compensation, taxes, audits, and other accounting related functions. Must be familiar with Generally Accepted Accounting Procedures. Should also be experienced with financial software. Must possess a valid driver's license.

Should be well motivated, organized and willing to work a flexible schedule.

BASIC FUNCTION: Responsible for all accounting procedures within the Central States Fair, Inc. and to assist the Managers in the financial operation, including budget proposals and funding. Directly responsible for coordination with the Treasurer and the accounting firm appointed to handle financial statements and for informing the Managers in a timely fashion.

ACCOUNTABILITY: All Bookkeeping and accounting must be performed in accordance with GAAP.

Prepare and submit the financial report, including balance sheet and income statement to the General Manager for all monthly Board meetings.

Attend the Finance meeting prior to each Board meeting.

Manage all aspects of payroll.

File quarterly reports and sales tax reports.

Handle and deposit all funds into the appropriate bank account in a timely manner.

Reconcile monthly bank statements.

All accounts payable and receivable. Send invoices for accounts receivable.

Issue disbursements as directed by the General Manager and approved by the Board of Directors.

Compile and administer all employee benefits.

Assist and cooperate with Managers and Finance Committee on budgets as needed for the operation of all events.

Assist the auditor with the preparation of the annual audit.

Prepare necessary reports for the county auditor for funding for Central States Fair, Inc.

Learn the overall operations of the fairgrounds, including Board structures, committee structures, and rules and regulations, both internal and external regarding the operations of Central States Fair, Inc.

Renew and maintain all licenses and certificates including vehicles, liquor, tax exemption.

Work as a financial resource for the Board of Directors and Managers.

Prepare and submit a complete financial summary after each event.

Maintain records and files for all financial aspects of Central States fair, Inc.

Maintain all insurance policies.

Perform other duties that will arise as Central States Fair, Inc evolves and as may be assigned by the Manager.

Assist in creating a pleasant and cooperative atmosphere among all staff members, managers and Board Members.

Salary DOE

Position is open until filled.

Send Resume to:

Central States Fair, Inc.

800 San Francisco Street

Rapid City, SD 57701

Or

info@blackhillsstockshow.com