



Glenn County Fair, Orland, CA

Title: Accounting Clerk

Overview:

The Glenn County Fairgrounds is currently looking for a qualified accounting clerk to assist in the Fair Office on a part-time, year around basis. This position would include weekly Accounts Payable, Accounts Receivable, management of petty cash and creation of monthly financial statements for board meetings. This individual will also provide general administrative and clerical services.

Duties and Responsibilities:

- Manage Accounts Payable
- Manage Accounts Receivable
- Issue Invoices to Customers
- Cash Management
- Customer Service
- Administrative Duties as Assigned

Qualified candidates will possess:

- The ability to thrive in a fast-paced work environment
- The ability to multitask
- Work well with a team
- Is a Self-Starter
- Work well with the public

Position will be 25-30 hours per week, salary is \$13.00 - \$15.00 per hour. Interested candidates, please email a cover letter and resume to miki@glenncountyfair.org