



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Staff Accountant

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. The salary range for this position is \$50,000 - \$55,000. Thank you for your interest.

Position Summary

The purpose of the position is to ensure strong financial controls, ensure compliance with GAAP and GASB and accounting processes and procedures, maintain standard operating procedures, facilitate monthly, quarterly and annual close processes, reconcile subsidiary ledgers and complete all regulatory filing requirements.

Essential Functions and Responsibilities

1. Facilitate month end, quarter end and year end close tasks.
2. Responsible for input and recording of all cash and accounts receivable transactions, including invoicing, collections, and necessary follow-up.
3. Complete daily cash entry.
4. Responsible for preparing all event settlements for ISFC ticketed events (Indy Fuel, concerts, etc.).
5. Complete monthly cash, bank and balance sheet reconciliations.
6. Develop and maintain standard operating procedures for the accounting and procurement departments.
7. Provide ad hoc financial reporting as needed.
8. Prepare, analyze, and file the annual 1099 tax forms and unclaimed property report.
9. Maintain and reconcile year-round and State Fair-specific subsidiary ledgers (ticketing, concessions, etc.).
10. Assist with annual 990 and audit preparations.
11. Facilitate agency-wide finance and accounting training and materials.
12. Complete special projects as assigned by the Vice President & CFO and/or Director of Accounting & Controller.
13. Serve as Director of Accounting & Controller in his or her absence.

Skill Requirements

1. **Excellent attention to detail:** Able to follow detailed procedures and ensures accuracy in documentation and data; carefully monitors processes; concentrates on details and organizes and maintains a system of records.
2. **Strong planning skills:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks.

3. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.
4. **Excellent relationship management:** Able to develop rapport and positive professional relationships with others; builds and maintains long-term associations; helps others.
5. **Ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.

Educational/Experience Requirements

- Four-year degree in accounting (CPA preferred)
- Excellent Excel and Microsoft Office computer skills.
- Experience in government or events business sectors preferred
- Excellent communication skills and attention to detail

Job Complexity

This position requires a high level of judgment, analytic ability and creativity, such as investigating moderately complex problems or situations, analyzing information and recommending solutions.

Supervisory Responsibilities

None

Supervision Received

This position will receive general direction from the Director of Accounting / Controller, who will establish only broad goals. The employee participates heavily in setting work objectives.

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