



Finance Manager and Vendor Coordinator

DISTINGUISHING FEATURES

- Full-time exempt position
- May be required to work long or extended hours at certain times, primarily during the Fair and large events.
- May require supervision of temporary or contracted staff
- Reports directly to the General Manager

EXAMPLES OF DUTIES

The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.

Finance Manager (60%)

- Responsible for the financial records of the North Idaho Fair and Kootenai County Fairgrounds and their accuracy.
- Enters all financial records into applicable software program, prepares deposits, billing for all interim events and creates invoices for all signed sponsor agreements.
- Process all Accounts Payable ensuring compliance with policies.
- Prepares monthly financial reports and reconciles bank statement with checkbook and deposit receipts.
- Prepares payroll and accompanying reports. Ensures all appropriate payroll, retirement and health insurance taxes are paid on time.
- Completes all Human Resource documentations and on-boarding of new employees.
- Keep accurate records for PERSI Retirement, vacation, sick leave and health insurance.
- Prepares money and control systems for Fair admissions, parking and beer sales.
- Prepares and pays Idaho Sales Tax and Travel and Convention taxes.
- Responsible for preparing quarterly and year-end statements to include, SUTA, Employment taxes, W-2s, 1099 and other related documentation.
- Prepare and Balance Summary of receipts and disbursements to be published in local press.

Commercial Vendor Coordinator (40%)

- Responsible for the formulation and execution of all Fair commercial vendor sales along with providing open communication with vendors during the Fair and other interim events.
- Develop, coordinate and implement a year-round program for vendor sales.
- Ensure all vendors have appropriate liability insurance and required sales tax forms.
- Develop and maintain good communications between fair and vendors.
- Make recommendations to general manager regarding rental rates, space layout, sales program, etc.
- Map out parking lots for vendor camping & VIP Parking.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge basic accounting practices and QuickBooks.
- Excellent communication, interpersonal and telephone communication skills, the ability to work with management and staff as well as the general public, clients and vendors. Ability to exercise tact, courtesy and firmness in frequent contact with community groups, customers and the general public. Establish and maintain effective working relationships with others as necessitated by work assignments.
- Extensive understanding of event production, contract negotiations and crowd safety.
- Working knowledge of Microsoft Office programs, including Word, Excel and Outlook, as well as Adobe Photoshop or comparable photo manipulation program.
- Ability to be adaptable to the changes in technology and accounting



EDUCATION

High school diploma or GED equivalent. College degree in business management, finance management or accounting preferred.

EXPERIENCE

- Three or more years of experience in office/account management.
- Three or more years administrative experience using MS Office programs such as Word, Excel and Outlook.
- Strong working knowledge of accounting programs such as QuickBooks.
- Experience in volunteer management and temporary staffing highly desirable.
- Experience specifically with event organization and production highly desirable.
- Any equivalent combination of education and work experience that satisfy the requirements of the job.

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid driver's license.
- This position requires acceptable background and motor vehicle check.

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals.
- Daily contact with the general public, often involving challenging situations and environments. Must be able to perform in a calm demeanor in these situations at all times.
- Work is generally confined to a standard office environment, but may include tasks performed outdoors.
- Work is usually performed at the Kootenai County Fairgrounds. Frequent exposure to weather elements and conditions, including but not limited to rain, snow, hot and cold weather, dust and wind. Must prepare accordingly and take special precautions to be able to complete job assignments and meet deadlines.

PHYSICAL DEMANDS

The following are some of the physical demands commonly associated with this position.

- Spends time sitting. Must be able to move 100% of the time throughout the facilities and property by walking or other means.
- Occasionally lifts, carries, pulls, or pushes up to 50 pounds.
- Occasionally runs, stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
- Verbal and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constant use of eye, hand, and finger coordination enabling the use of office machinery, equipment and tools.

COMPENSATION

- Competitive benefits package including PERSI, health insurance, dental, vision, holidays, sick and vacation leave. Compensation depends on experience.

TO APPLY

- Send resume, cover letter and salary requirements to Alexcia Jordan, General Manager, via email at alexcia@NISfair.fun or mail to 4056 N. Government Way, Coeur d'Alene, ID 83815.
- Resumes due on or before April 22. Open until filled
- Anticipated start date as soon as possible.



APPLICANT INFORMATION

Job Title Applying For	FINANCE MANAGER / VENDOR COORDINATOR		Date
Name	First	MI	
Last			
Residence Address	Mailing Address (If different)	City, State, Zip	
Home Telephone	Work/Cell Telephone	E-Mail Address	
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO			
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No			

EDUCATION/TRAINING

Do you have the equivalent of a 12 th grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

EMPLOYMENT HISTORY

Employer	Employment Dates (Mon/Year) From To
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

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EMPLOYMENT HISTORY (continued)

Employer	Employment Dates (Mon/Year) From To
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

SPECIALIZED SKILLS

Briefly discuss your experiences with the following areas

FINANCES/BUDGET MANAGEMENT

PAYROLL

REPORTING

QUICKBOOKS & OTHER PROGRAMS

HR SKILLS

VENDOR COORDINATING

STAFF & TIME MANAGEMENT

OTHER SKILLS



Salary Expectations

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SUPPLEMENTAL ESSAY QUESTIONS

In order to get a better sense of your writing skills and additional insights into your leadership and management style, please answer the following questions. Limit your responses to no more than a single page per questions and please return with your Application Packet.

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the Kootenai County Fairgrounds and North Idaho State Fair & Gem State Stampede Rodeo.
2. Here we are a team, all hands on deck often is needed for our success. Describe what it is like to work with you and how others would describe work ethic.

PROFESSIONAL REFERENCES

NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board's policies and procedures.

SIGNATURE _____ DATE _____

Applications will be accepted until position is filled.

For more information email the General Manager at alexcia@NISFair.Fun Thank you for your response.

When you have completed this form, please send it to:
 North Idaho State Fair
 4056 N Government Way
 Coeur D'Alene, ID 83815
 or email to: alexcia@NISFair.Fun